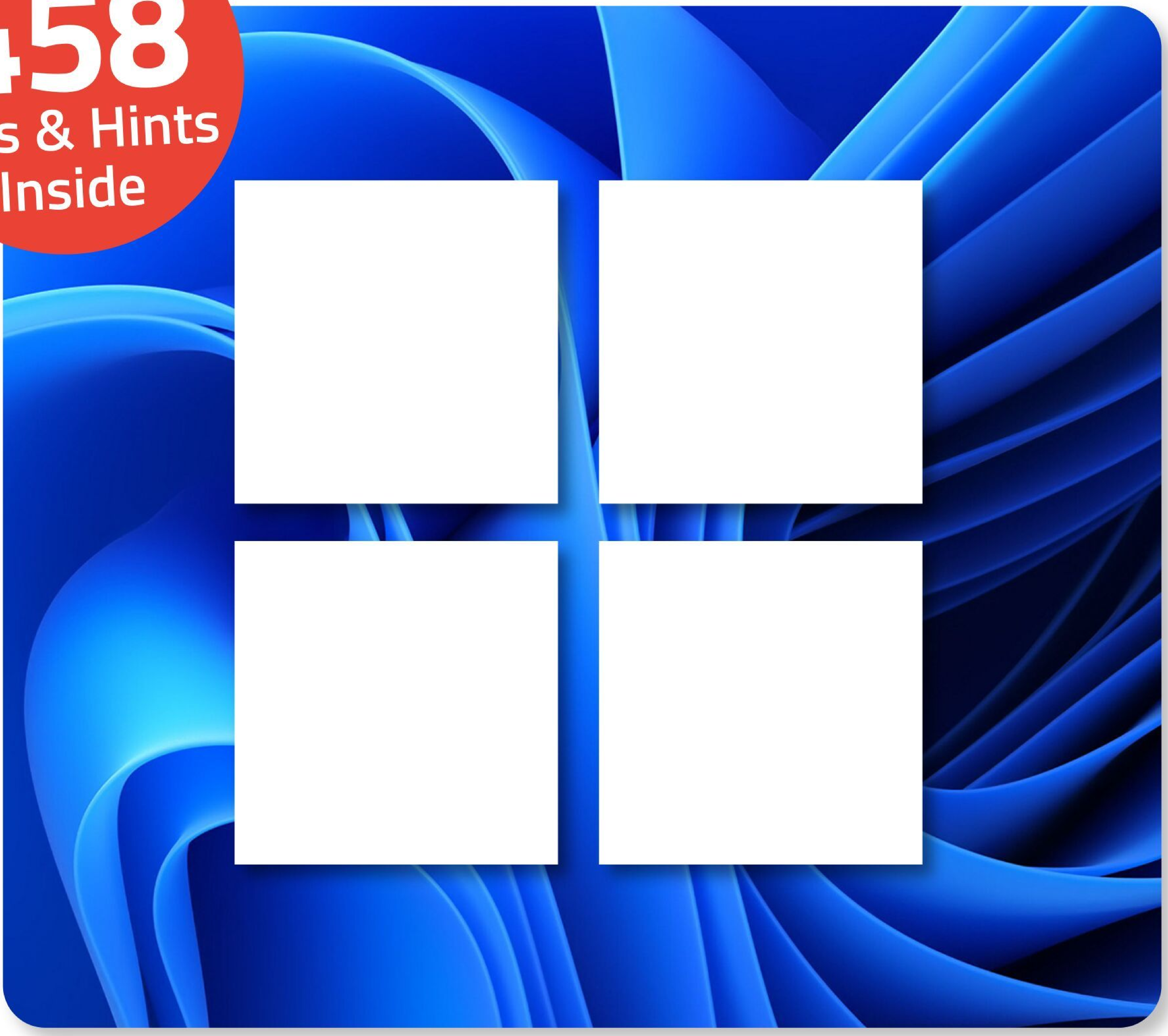
April 2022 Update

Windows 11
For Beginners

All you need to get started
with Microsoft's Windows 11

Over
458
Tips & Hints
Inside



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Master Your Computer
Windows
USER
Issue One March 2022 | 100% INDEPENDENT
Customising & Powering up Windows 11
We help you make your PC work the way you want it to!
Worried about Switching over to Windows 11?
We ensure your update and installation is done correctly
Packed with OVER
290
Top tips and guides
ALL-NEW
Gadgets, Apps & Games
Inside!
How to Secure Your Home Network
Get online, stay online and stay safe online
Make Team Chat zoom to New Highs
Learn why Teams is the best video chat app
Speeding up How You Use Windows
We share our awesome insider user shortcuts

Windows 11
For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been "beginners", there is no shame in that fact and rightly so. How many times have you asked aloud, "What does this button do?". "Why doesn't that work?". "What do you mean it doesn't do that?". "HELP!". At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we're sure with our support you won't need it.

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"This manual will guide you through Microsoft's latest OS, offering you something new to learn on every page and providing you with the necessary knowledge to make Windows 11 work for you."

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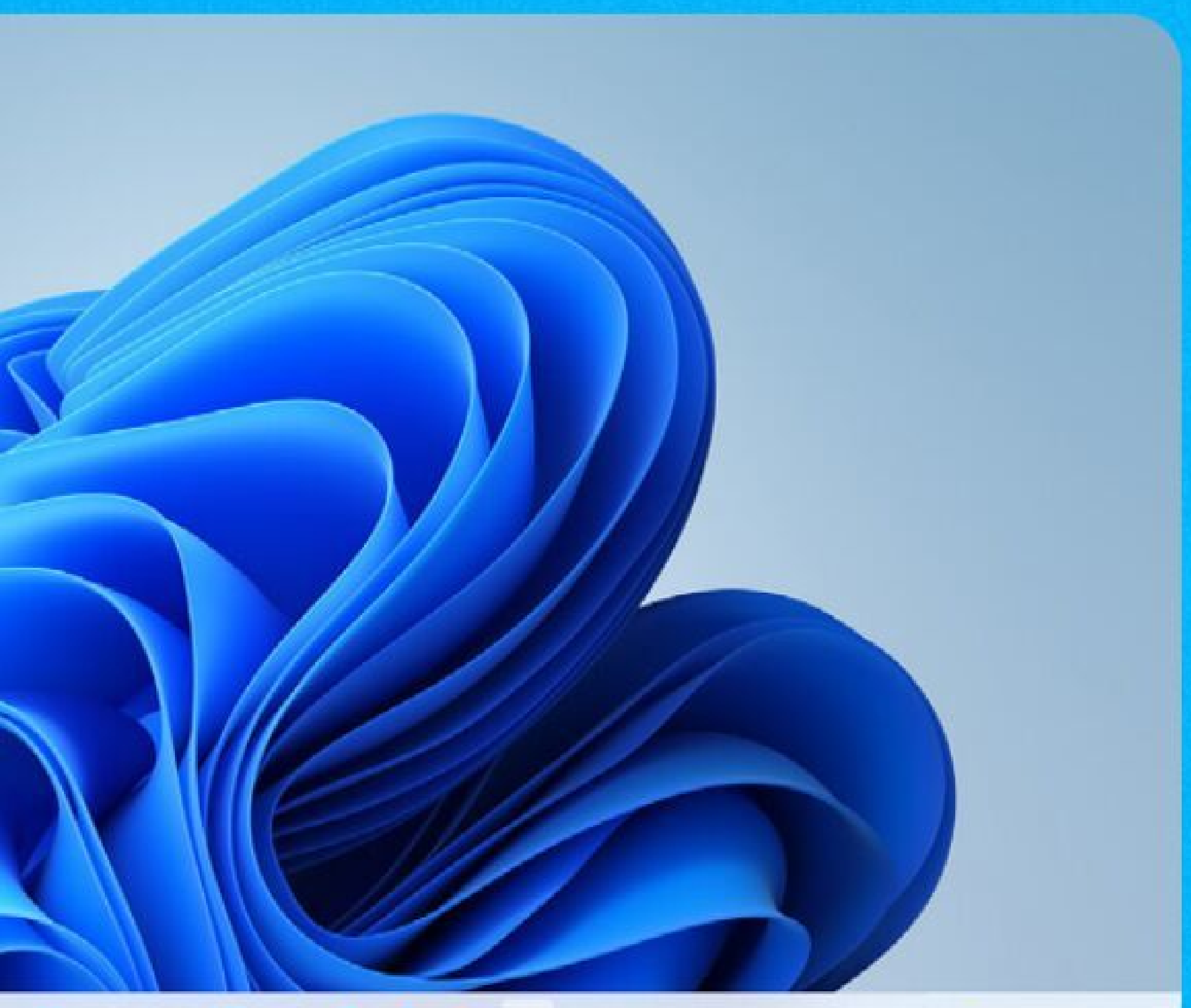
What's New in Windows 11?

Windows 11 is the newest version of Microsoft's client operating system. Despite the claims that Windows would be the final version, June 24th 2021 had the Redmond company present us with the new flagship OS.

Introducing Windows 11

Windows 11



As from October 5th 2021, Windows 11 has been available to freely upgrade from previous versions of Windows 10. As the new OS sprang to life on desktops and laptops around the globe, the user could be forgiven for thinking that they'd somehow managed to download and install a forgotten version of macOS. With the new Taskbar launcher, situated in the centre of the desktop, a bright and responsive UI, and revamped elements, Windows 11 does appear, on the surface at least, to be very Mac-like. Which isn't really a bad thing.

Feature Updates

To further the Apple-esque feel, Microsoft has also declared that Windows 11 would be getting yearly OS updates similar to that of Apple – Windows 10 received two feature updates per year. There's an added modern Mac-like feature that's been added to Windows 11, too: the ability to run Android apps natively through the new Microsoft Store and Amazon Appstore. Just as with newer versions of macOS being able to execute iOS and iPad apps.

More Streamlined

Overall, Windows 11 is hailed as the start of a new era. It feels modern, it's easy to use, and has ben designed to help streamline productivity in a post-COVID world of working from home; helping you be more creative and collaborative. So let's see what you can expect from this bold new operating system from Microsoft.

What's New

The Start Menu, or new Taskbar, is the most stand-out feature of Windows 11. Where once the Taskbar and included apps swept from the bottom-left of the desktop, beginning with the Windows Start button, it now spreads from the bottom-centre of the screen. This is designed to feel less cluttered, and more organised, making it cleaner and more efficient in use. It may seem like a small change, but it's one that has been greatly received by the majority of the userbase.

Great for gaming

Gaming is something that Microsoft has finally managed to accept as being an integral part of Windows. Windows 10's gaming experience wasn't great, and was often frowned upon by gamers. But with Windows 11 gamers can now take advantage of the likes of DirectStorage, which allows for much quicker load times on M.2 SSDs. The Xbox Game Pass is also included with Windows 11, giving you access to over one hundred Xbox games. There's even an auto HDR toggle, to help makes games that take advantage of it look even better than before.

Snap Groups

The ability to Snap open windows to different areas of the desktop isn't new, but Windows 11 has streamlined the process and makes for multitasking across multiple apps a more efficient experience. Snap Groups allow you to store several Snap Layouts, enabling you to quickly access your favourite saved layouts via the Taskbar

Widgets are Back

Widgets have made an impressive return to the Windows ecosystem, when first featured on Windows Vista. They offer an impressive mix of personalisation, enabling you to keep track of the weather, news, traffic, and all those important calendar events.

Go Team!

Microsoft's Teams app is now built-in to Windows 11, and it's on the Start Taskbar by default too. If being in lockdown taught us one thing, it's how important the likes of Teams have been to help keep things moving and keeping in touch with work, friends and family.

Improved Performance

The Desktop experience is now more customisable. You can personalise the size of the apps, better manage Virtual Desktops, and make everything work a little better than before. This level of customisation greatly improves performance in the long term, so you'll find tasks from previous versions of Windows taking a little less time with Windows 11.

Windows Terminal

There's the Windows Terminal app included by default. This app is a powerful addition that combines the Windows PowerShell, a command prompt, and Azure Cloud Shell all within the same terminal window. You don't need to open separate apps to use these command-line applications. It has tabs. And when you open a new tab, you can choose your command-line application.

More in Store

Finally, the Windows Store has had an overhaul and includes more public and retail apps, as well as a redesigned interface to help you find what you want quicker, and get it installed on your system.

Tip of the Iceberg

These are just some of the main highlights to Windows 11. Throughout this book you'll discover more elements to the operating system, and how to use them to your best advantage. Windows 11 may be new, but that doesn't mean you have to be a newbie.

Experiences built for focus
Desktop 1
New desktop
+
Ashley Gonzales
Meet
Chat
The Squad
Recent
Show.
Show Up
Show Off.
Microsoft

Read on, and let's see what else Windows 11 has to offer.

Updating to Windows 11

Microsoft's latest version of Windows hit the update servers on October 5th 2021, but it seemed many computers were still waiting for the go-ahead from their Windows Update screens, if you are one of them we can help you. Here's how to step up the process.

If you're still on Windows 10, and waiting patiently for your update screen to display the exciting 'Ready to update Windows 11' notification, then this is the guide for you. Rather than tweaking with the update settings, or delving into the murky depths of the command prompt, there's an easier way to get the ball rolling and get you on and working with Windows 11.

Before You Leap

Windows 11

Before we go about running the update process, it's worth checking that your system can actually run Windows 11. Many of us have already been down this route, and have discovered that we need to apply a few elements prior to installing the newest OS from Microsoft.

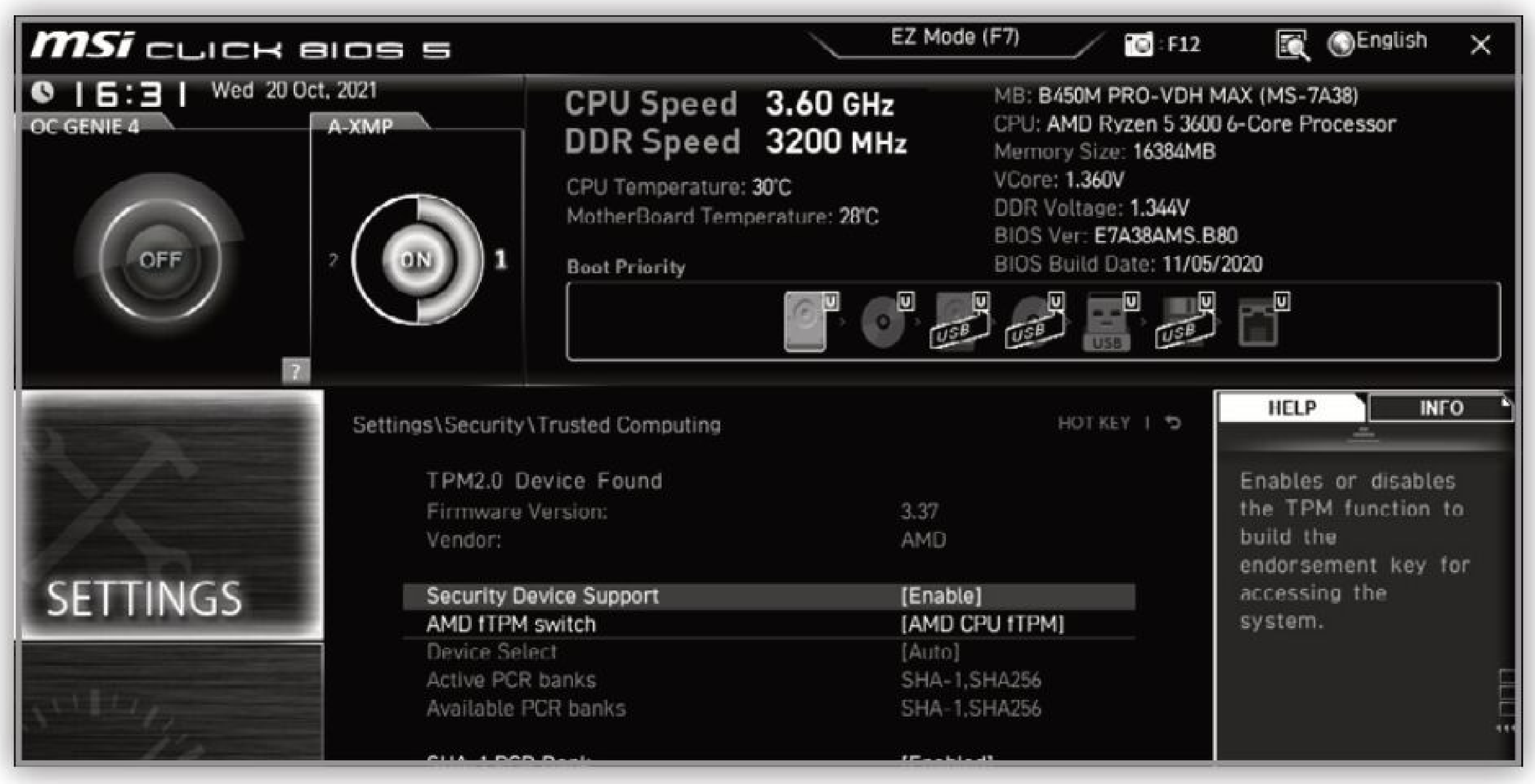
TPM 2.0

TPM stands for Trusted Platform Module, and its task is to protect data through authentication, perform platform integrity, utilise disk encryption, and store passwords and certificates. In short, it's an extra layer of hardware protection to help stop your PC from being compromised or to stop many forms of malware from infecting the core components of your computer.

Now that you know what TPM is, you can begin to understand Microsoft's insistence of it being present before even allowing Windows 11 to be installed. Windows is, by quite a margin, the most popular operating system in the world, and as such it's the main target for malware and many other very unpleasant things out there in the wild world. By using TPM, Microsoft is under the opinion that it's making things a little more difficult for any hackers and creators of malware. It is, however, totally possible to bypass the TPM requirements.

Anyway, in general, if your computer is reasonably up to date, or roughly less than four years old, then there's a good chance that you have a TPM present in your system. For some systems, TPM comes in the form of an actual module that physically plugs into a socket on your motherboard, for most computers, though, TPM is offered via the processor.

What you will need to do is drop into your BIOS, this can normally be done by tapping either the Del or F2 keys when you first power up your computer (before it starts to boot into Windows). Naturally, different motherboard manufacturers offer different keypresses, so you'll need to check with your manual.



16:31 Wed 20 Oct, 2021

CPU Speed 3.60 GHz
DDR Speed 3200 MHz
CPU Temperature: 30°C
MotherBoard Temperature: 28°C

MB: B450M PRO-VDH MAX (MS-7A38)
CPU: AMD Ryzen 5 3600 6-Core Processor
Memory Size: 16384MB
VCore: 1.360V
DDR Voltage: 1.344V
BIOS Ver: E7A38AMS.B80
BIOS Build Date: 11/05/2020

Settings\Security\Trusted Computing

TPM2.0 Device Found

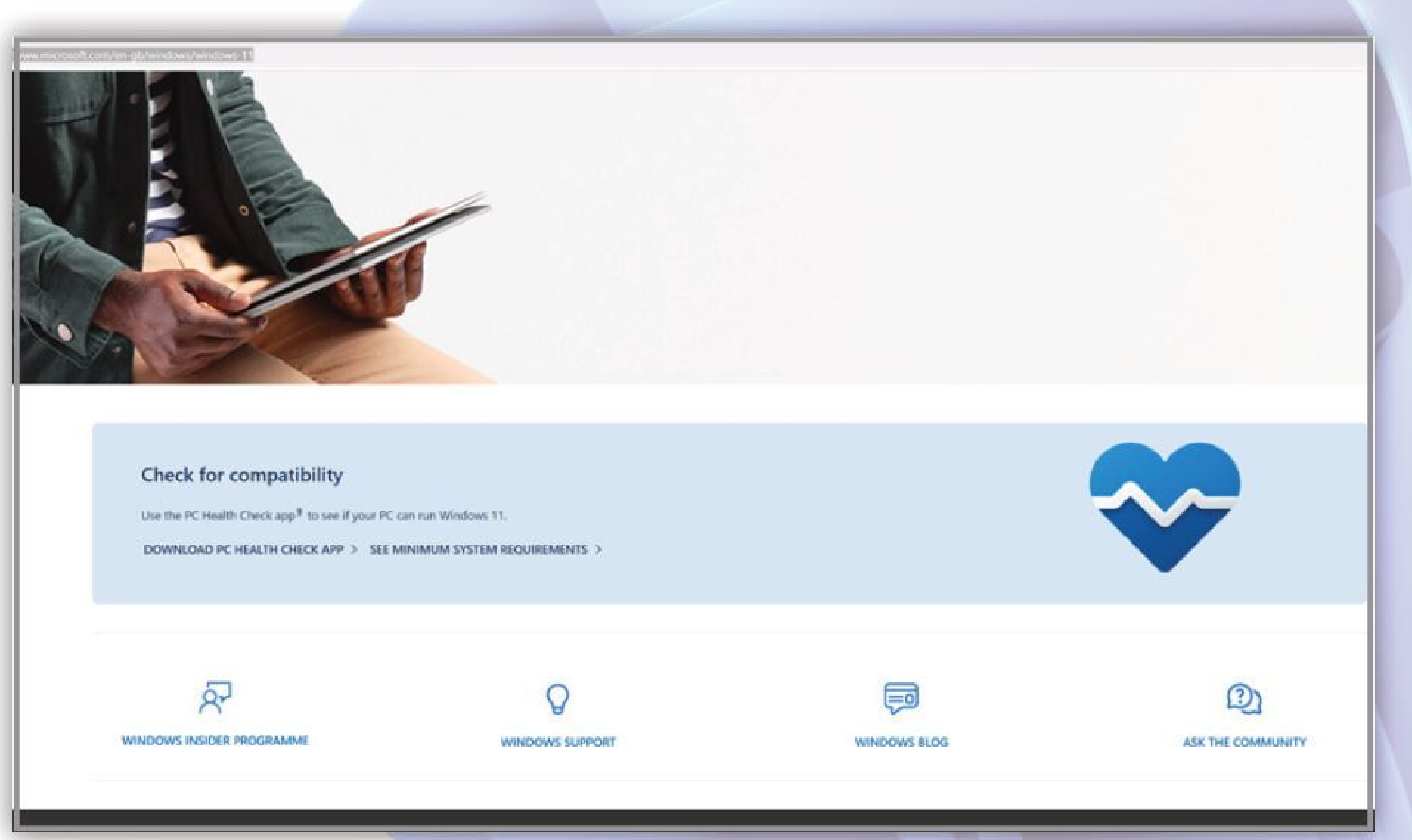
Firmware Version:	3.37
Vendor:	AMD
Security Device Support	[Enable]
AMD fTPM switch	[AMD CPU fTPM]
Device Select	[Auto]
Active PCR banks	SHA-1,SHA256
Available PCR banks	SHA-1,SHA256

Enables or disables the TPM function to build the endorsement key for accessing the system.

When in the BIOS, look for Settings > Security > Trusted Computing. If you've got an AMD processor, you may also have to look for AMD CPU fTPM. Enable both, if available, save the settings and reboot the computer before your prodeed.

These entries will differ from one motherboard to the next, as previously mentioned. You may need to Google your motherboard make and model number, together with the words 'enable TPM', to see how to specifically enable it for you.

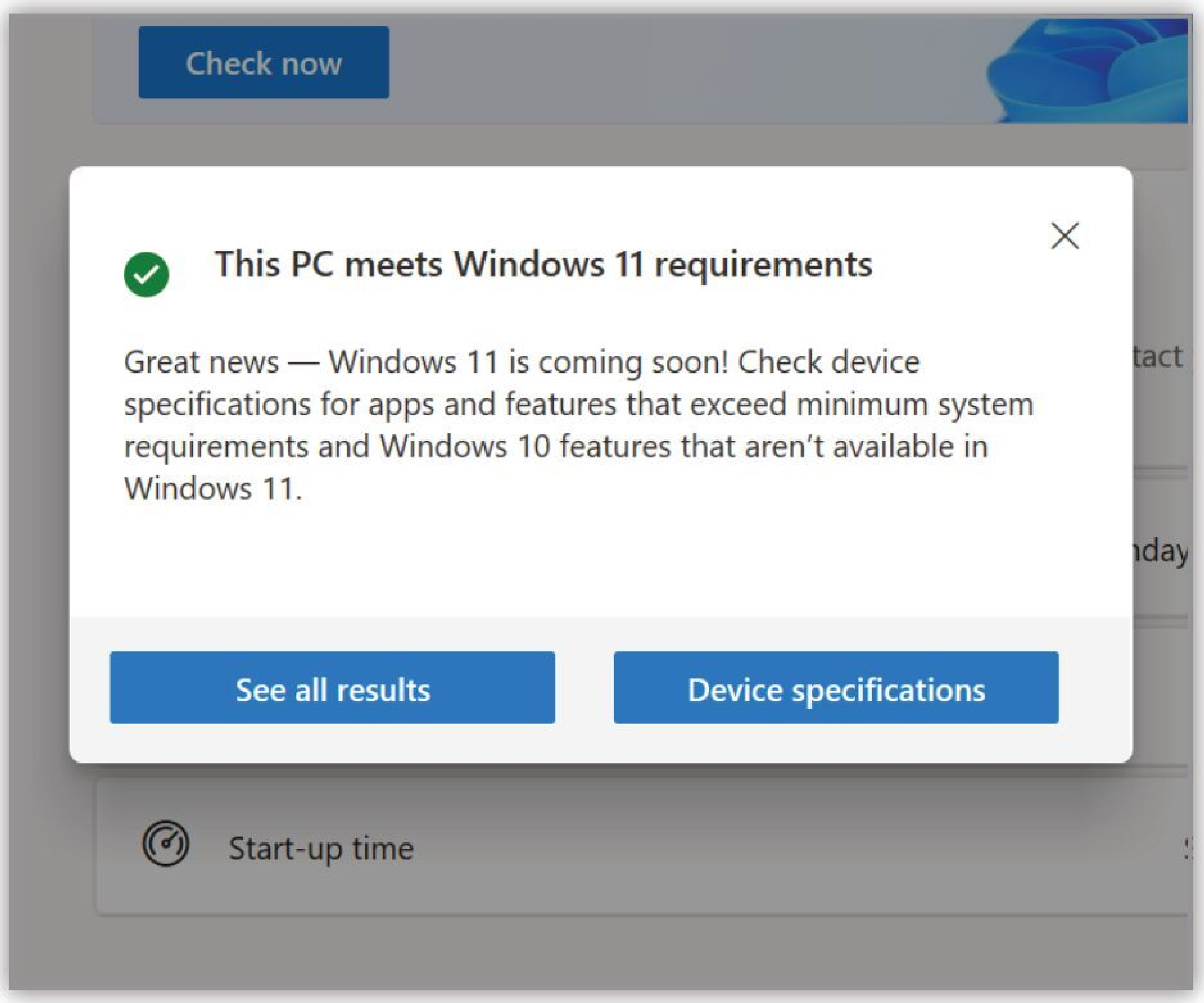
Once enabled, and rebooted into Windows 10, go to https://www.microsoft.com/en-gb/windows/windows-11, and scroll to the bottom of the page and click on the Download PC Health Check App button to start the download process.


DOWNLOAD PC HEALTH CHECK APP >
SEE MINIMUM SYSTEM REQUIREMENTS >
WINDOWS INSIDER PROGRAMME
WINDOWS SUPPORT
WINDOWS BLOG
ASK THE COMMUNITY

Check for compatibility

Use the PC Health Check app[†] to see if your PC can run Windows 11.

Once it's downloaded, double-click to install it. When installed, run the Health Check App, and look for the Check Now button in the Introduction Windows 11 section. Click it, and you'll be given a report as to whether your computer can run Windows 11 or not. If not, you're told where it's failed and you can look up what to do next and remedy the situation.



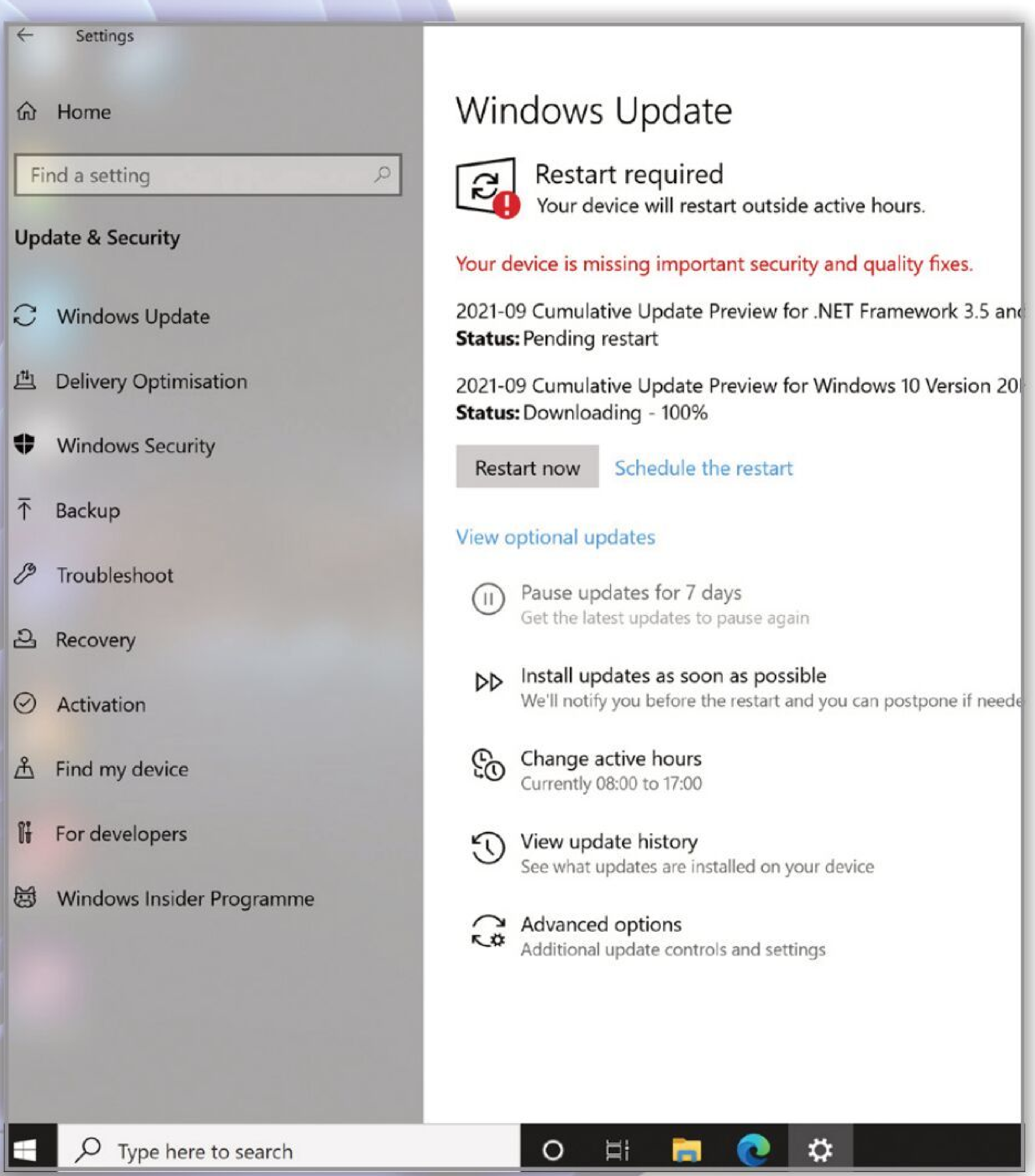
This PC meets Windows 11 requirements

Great news — Windows 11 is coming soon! Check device specifications for apps and features that exceed minimum system requirements and Windows 10 features that aren't available in Windows 11.

Windows 11 Installation Assistant

To force the update to Windows 11, providing your computer can handle it, you'll need to run the Windows 11 Installation Assistant. This is a separate app that enables Windows 10 users, who have a valid Windows license, to update their computers to the latest version of Windows 11.

You'll need to ensure that you have at least version 2004 of Windows 10 before you begin. It's worth going to the Windows Update section in the Settings and checking for the latest updates.



Windows Update

Restart required
Your device will restart outside active hours.

Your device is missing important security and quality fixes.

2021-09 Cumulative Update Preview for .NET Framework 3.5 and
Status: Pending restart

2021-09 Cumulative Update Preview for Windows 10 Version 20
Status: Downloading - 100%

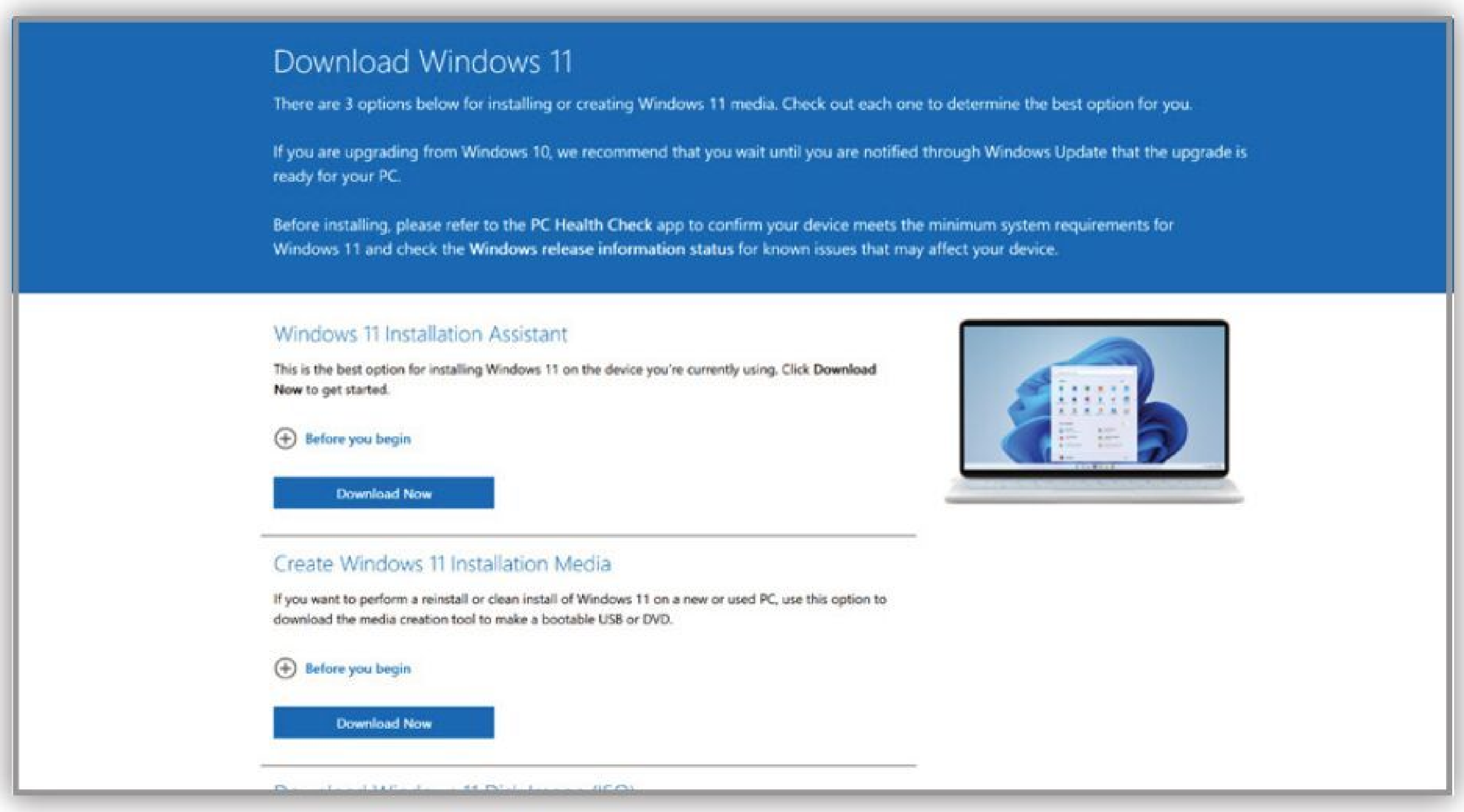
Pause updates for 7 days
Get the latest updates to pause again

Install updates as soon as possible
We'll notify you before the restart and you can postpone if neede

Change active hours
Currently 08:00 to 17:00

View update history
See what updates are installed on your device

Advanced options
Additional update controls and settings



Download Windows 11

There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.

If you are upgrading from Windows 10, we recommend that you wait until you are notified through Windows Update that the upgrade is ready for your PC.

Before installing, please refer to the **PC Health Check** app to confirm your device meets the minimum system requirements for Windows 11 and check the **Windows release information status** for known issues that may affect your device.

Windows 11 Installation Assistant

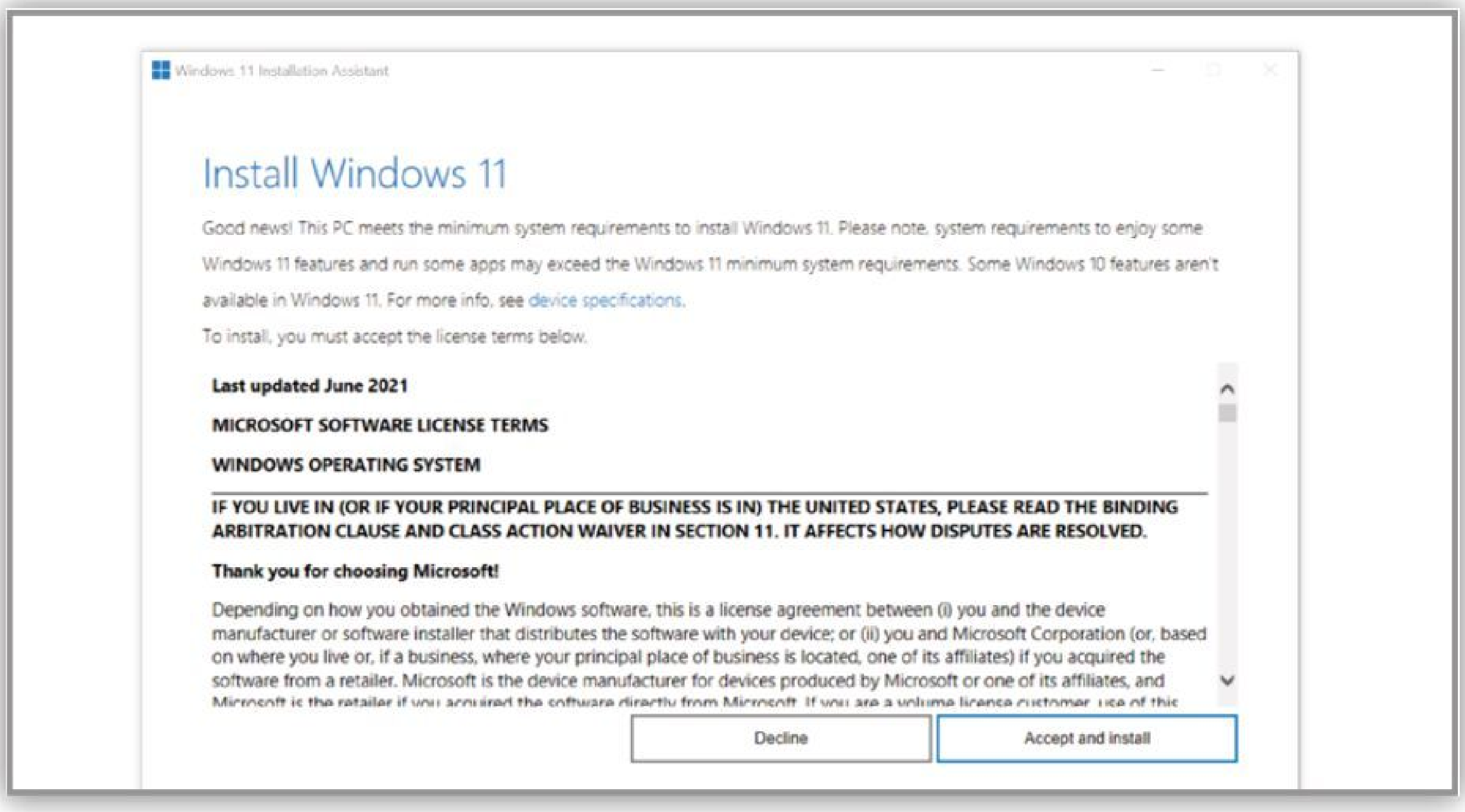
This is the best option for installing Windows 11 on the device you're currently using. Click **Download Now** to get started.

Create Windows 11 Installation Media

If you want to perform a reinstall or clean install of Windows 11 on a new or used PC, use this option to download the media creation tool to make a bootable USB or DVD.

If all is well, head on over to https://www.microsoft.com/en-us/software-download/windows11, and locate the Windows 11 Installation Assistant section. Click on the Download Now button, to save the app to your computer.

Locate the app on your computer, and double-click it to begin the Windows 11 installation process. If everything is as it should be, you'll be presented with an Install Windows 11 window. Click on the Accept and Install button to continue the process.



Install Windows 11

Good news! This PC meets the minimum system requirements to install Windows 11. Please note, system requirements to enjoy some Windows 11 features and run some apps may exceed the Windows 11 minimum system requirements. Some Windows 10 features aren't available in Windows 11. For more info, see device specifications.

To install, you must accept the license terms below.

Last updated June 2021

MICROSOFT SOFTWARE LICENSE TERMS

WINDOWS OPERATING SYSTEM

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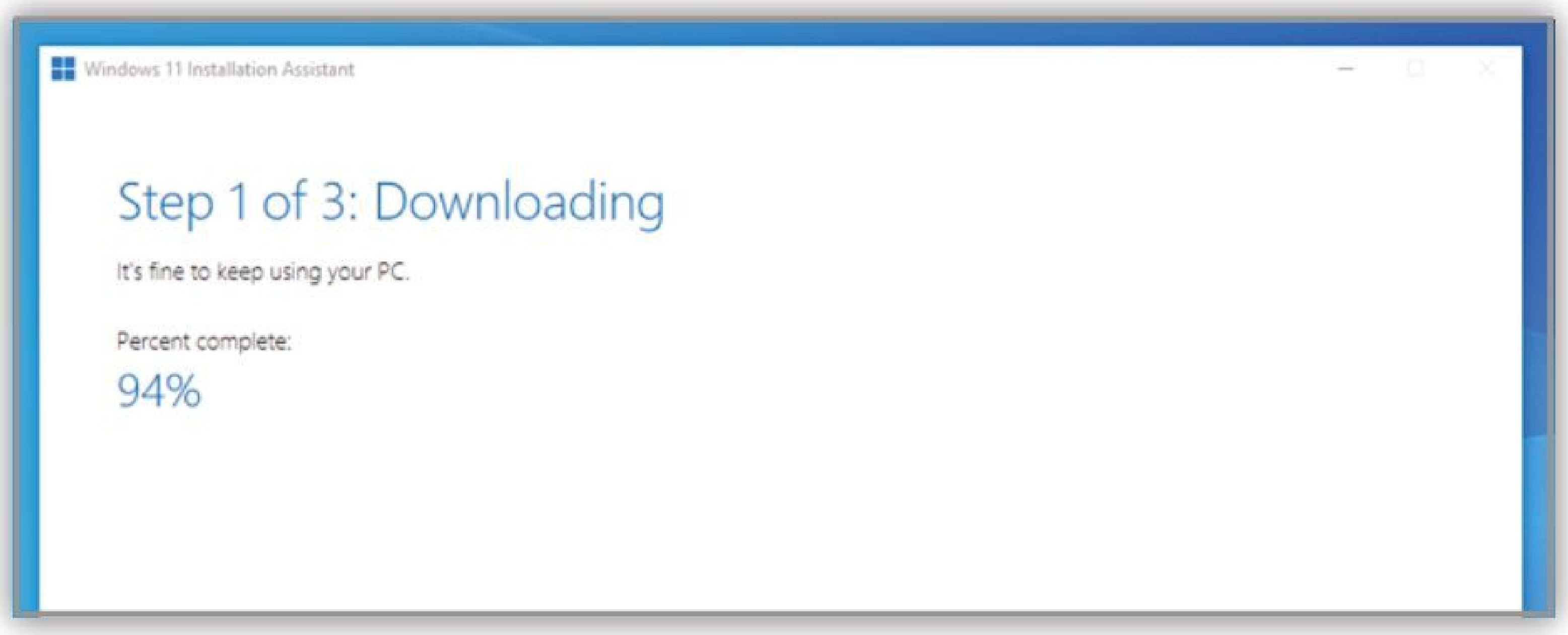
Thank you for choosing Microsoft!

Depending on how you obtained the Windows software, this is a license agreement between (i) you and the device manufacturer or software installer that distributes the software with your device; or (ii) you and Microsoft Corporation (or, based on where you live or, if a business, where your principal place of business is located, one of its affiliates) if you acquired the software from a retailer. Microsoft is the device manufacturer for devices produced by Microsoft or one of its affiliates, and

Next, the app will download the necessary file and perform the forced installation of Windows 11. This could be anywhere between 20 minutes to nearly an hour – depending on the speed of your computer, connection to the Internet and so on.



Step 1 of 3: Downloading

It's fine to keep using your PC.

Percent complete:
94%

It's a three-step process, and the final step will have you reboot the computer. You'll then need to go through a Welcome process, and once that's done, the Windows 11 desktop will load; retaining all your files, desktop settings etc.

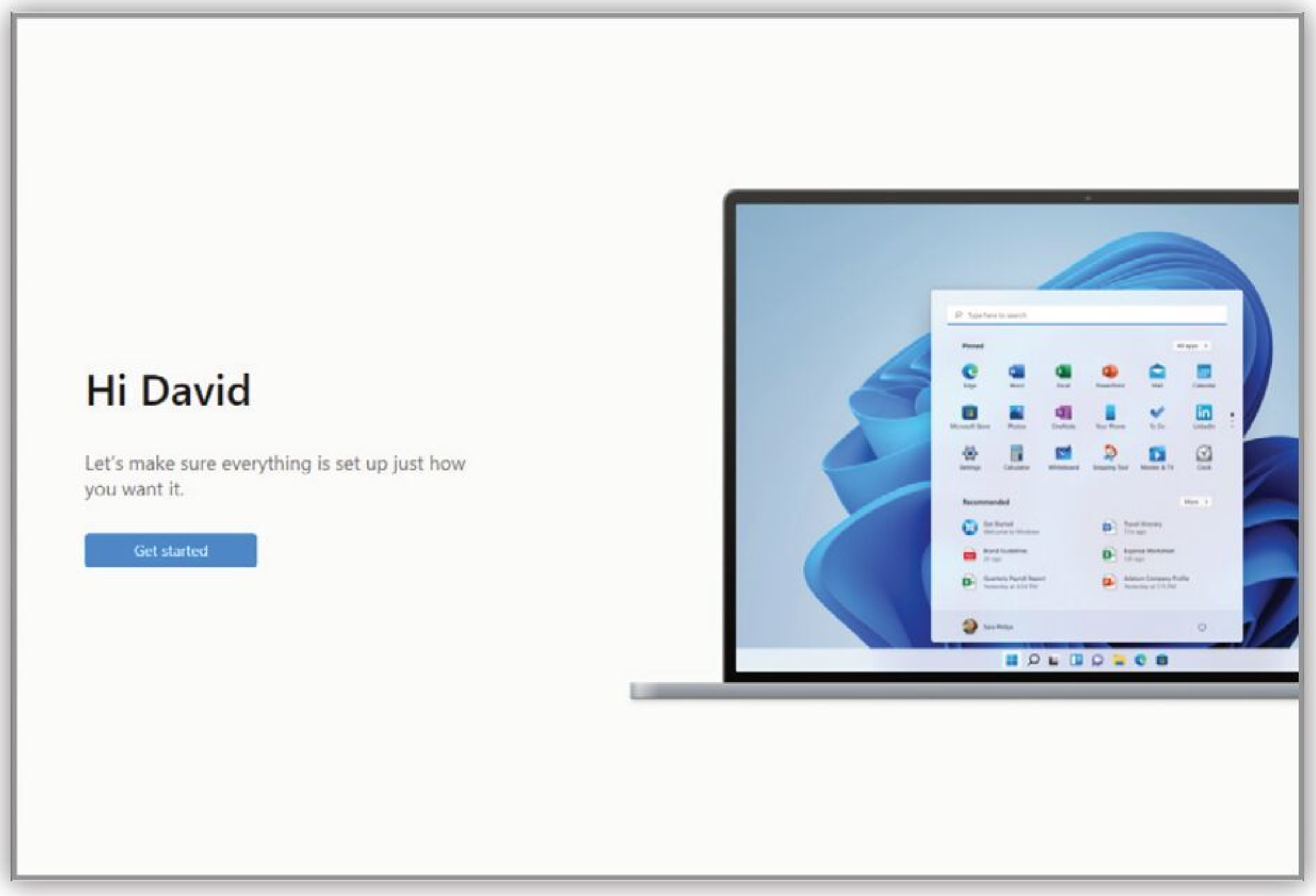
Windows 11 - Getting Started

Microsoft has greatly improved its initial Windows setup routine with intuitive guides. Where once you were simply delivered onto the desktop and left to your own devices, now Windows 11 ensures you can comfortably hit the ground running.

Hello Windows 11

One of the first tasks to complete when you boot into Windows 11, is to run through the Getting Started guide. Here's how it works.

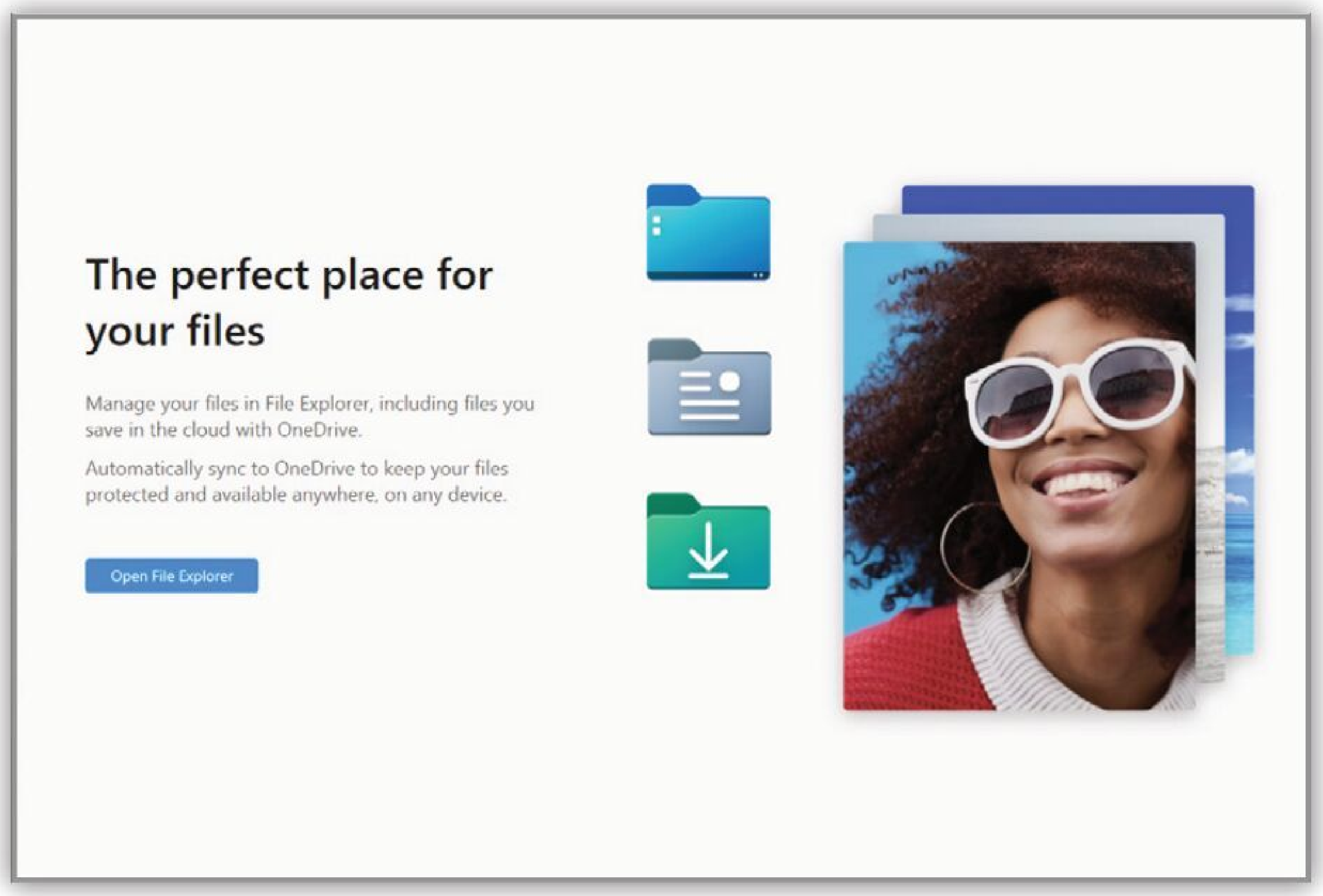
Step 1 You'll find the Getting Started guide in the Start menu, when you click the Windows logo button on the taskbar. It's a welcome to Windows setup wizard, and makes sure you're ready to use your files, and get access to your work quickly and effectively. Once it has opened, click the Get Started button to continue to the next step.



Hi David

Let's make sure everything is set up just how you want it.

Step 2 Microsoft's use of OneDrive for both business and personal data has become one of the cornerstones of the company's services. OneDrive offers a secure space to store your data, which will always be available no matter what happens to your computer. Click on the Open File Explorer button to begin your OneDrive setup and login.

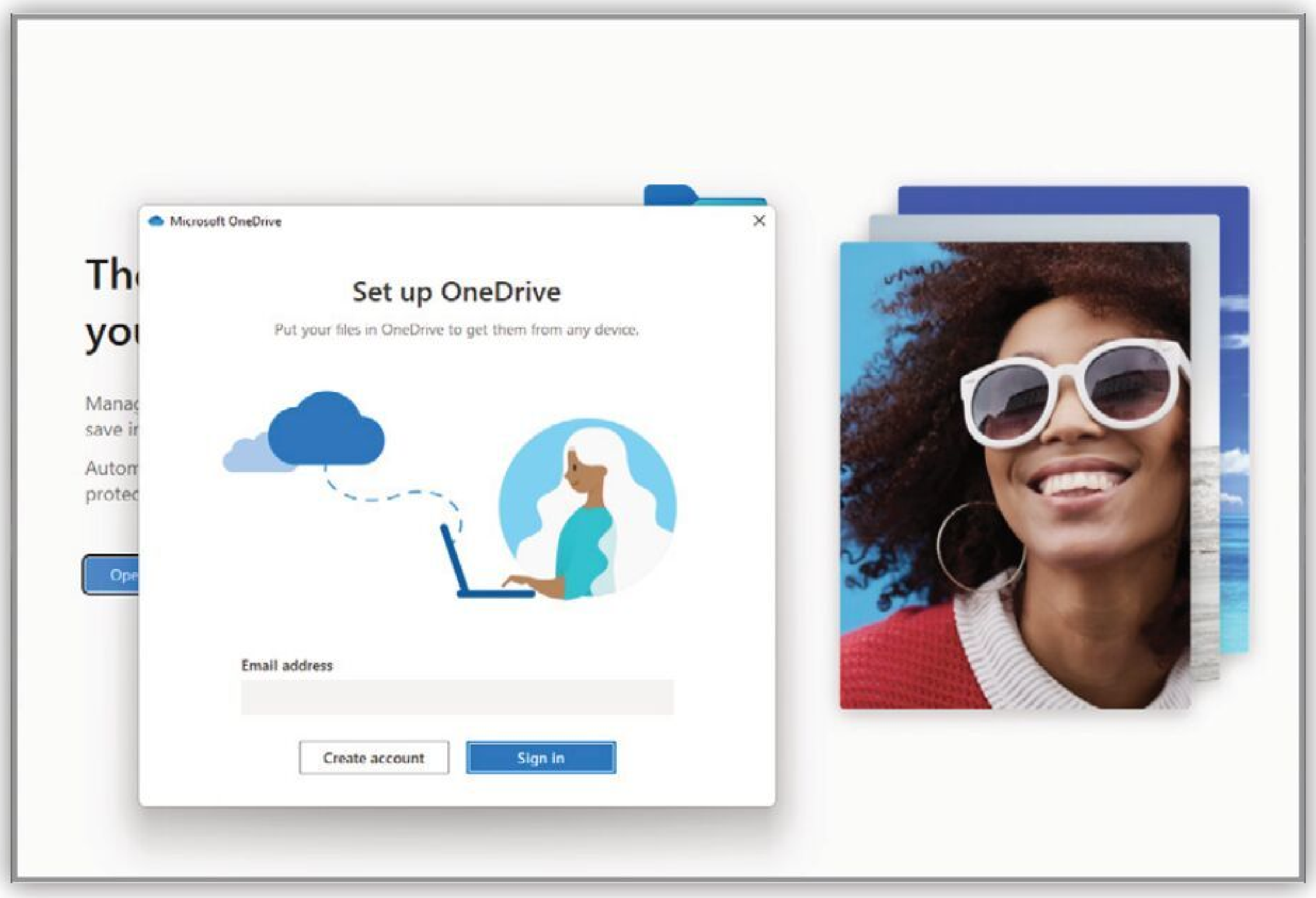


The perfect place for your files

Manage your files in File Explorer, including files you save in the cloud with OneDrive.

Automatically sync to OneDrive to keep your files protected and available anywhere, on any device.

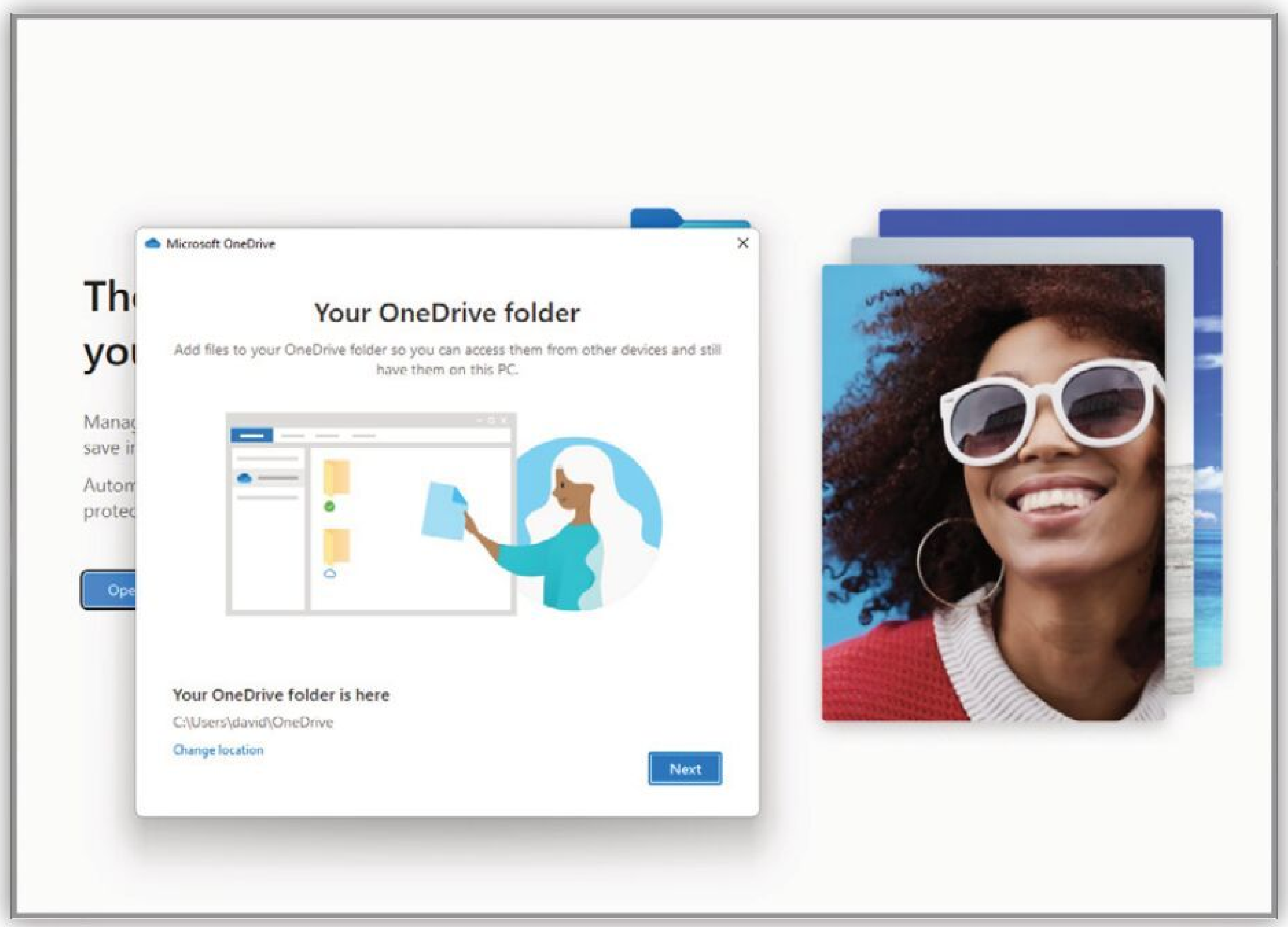
Step 3 If you already have a OneDrive, or Microsoft, account, then click on the Sign In button to enter your details and link your OneDrive with the account on the Windows 11 PC you're currently setting up. If you don't have a OneDrive account, click the Create Account button and then follow the on-screen instructions.



Set up OneDrive

Put your files in OneDrive to get them from any device.

Step 4 When you've completed the setup and logged into OneDrive, a special folder within your user account on the PC will be setup. This folder allows you to interact in real-time with the OneDrive cloud service, so any files created in the folder will be automatically uploaded to OneDrive; and vice versa.



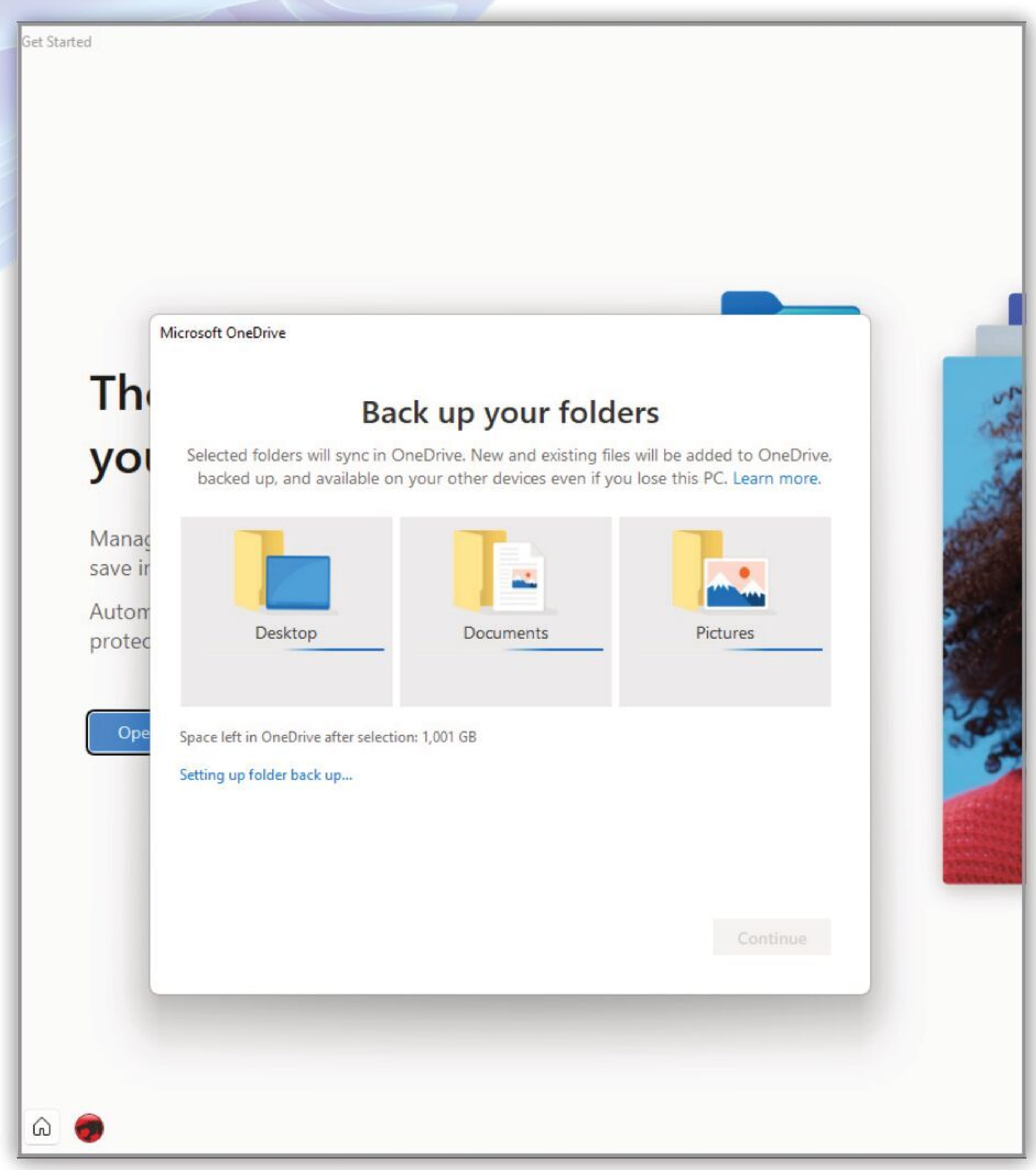
Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your OneDrive folder is here

C:\Users\david\OneDrive

Step 5 OneDrive will also setup an automated service that will backup any files and folders that you store on the Desktop, in your Documents folder, and in your Pictures folder. Click on the ‘Setting up folder back up’ link to add more folders to backup, or deselect any you don’t want to.



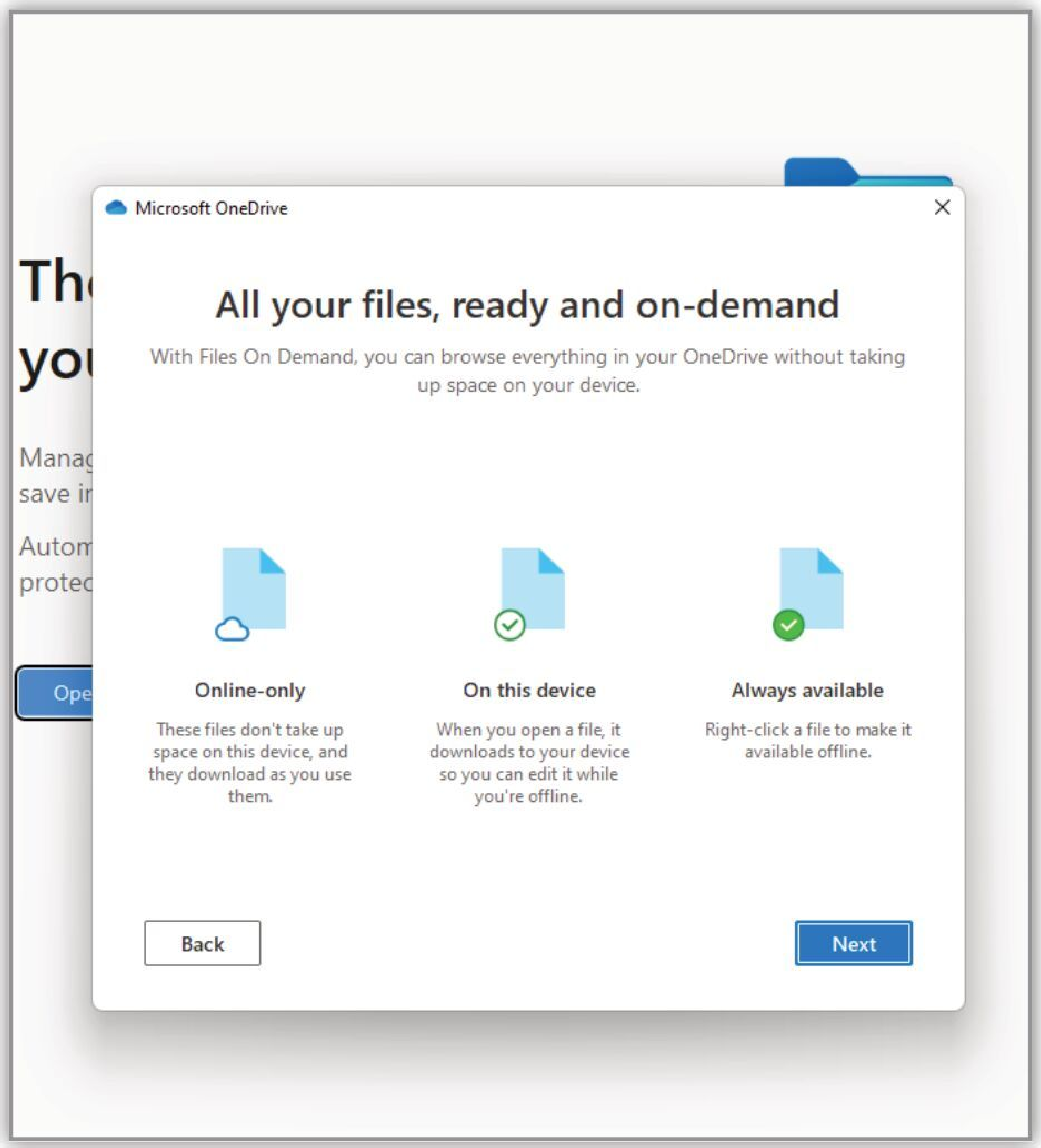
Back up your folders

Selected folders will sync in OneDrive. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.

Space left in OneDrive after selection: 1,001 GB

Setting up folder back up...

Step 6 The service will help reduce the amount of space taken up on the PC, or other Windows 11 devices you’re using, by utilising Files On Demand. This is an automatic setup that will let you view and edit files on OneDrive without downloading them locally. You can, however, opt to makes files and folder Always Available.



All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

Online-only

These files don't take up space on this device, and they download as you use them.

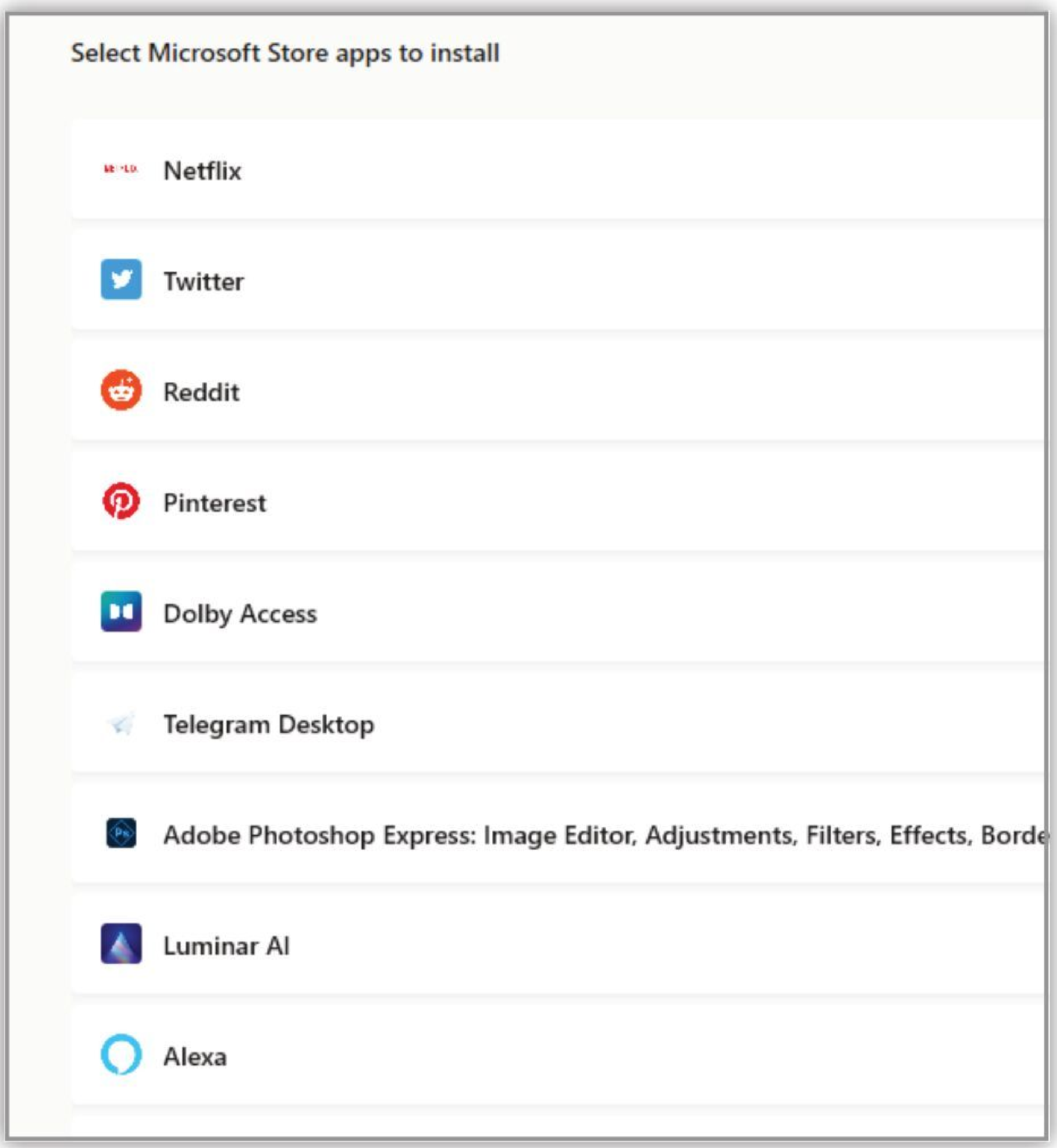
On this device

When you open a file, it downloads to your device so you can edit it while you're offline.

Always available

Right-click a file to make it available offline.

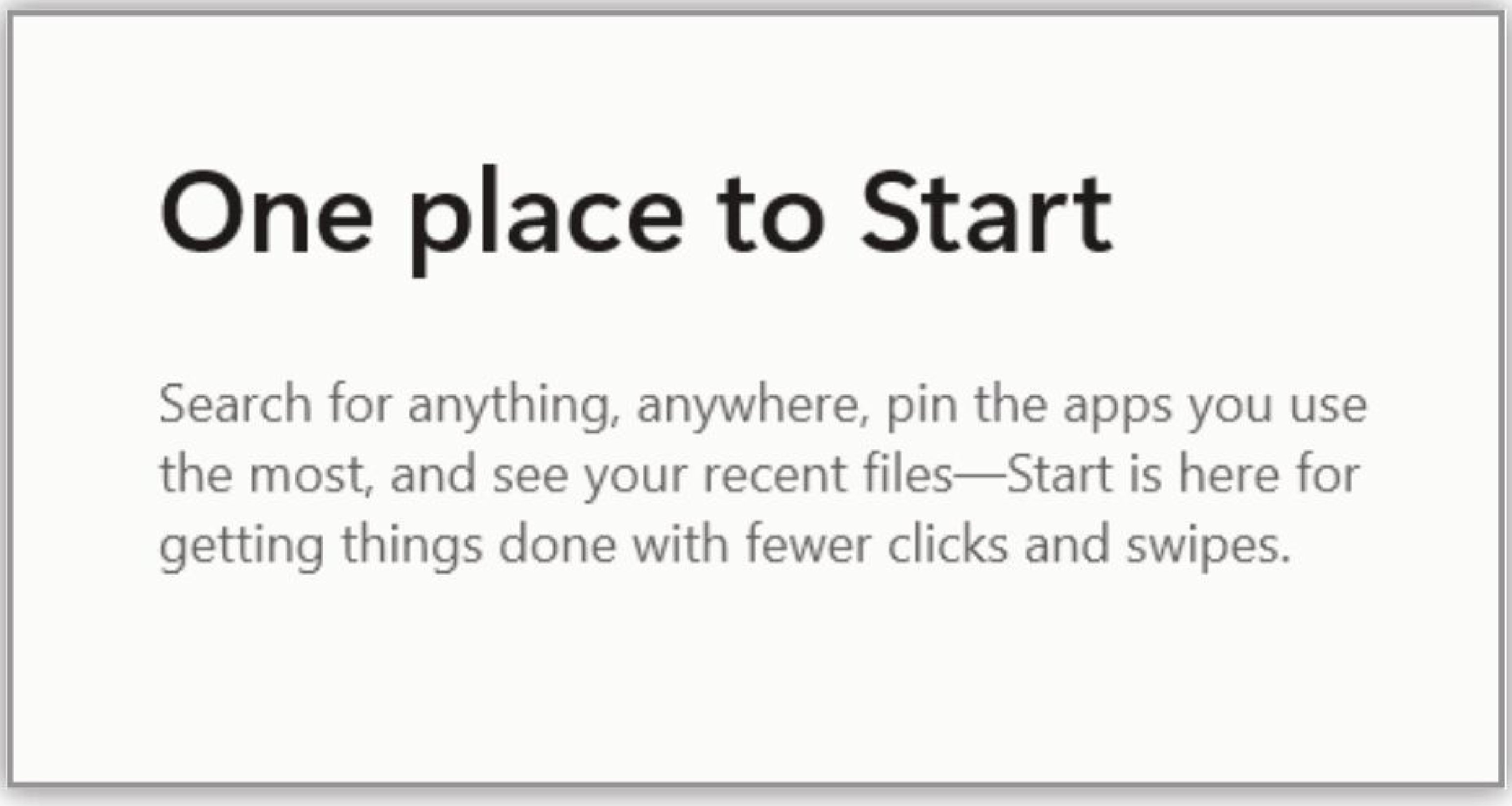
Step 7 The next step in the Getting Started process has you viewing and selecting any of the popular apps that are currently available for Windows 11. Naturally, you can install these apps via the Windows Store at a later date, but having them to begin with can reduce the amount of time you spend setting up the computer.



Select Microsoft Store apps to install

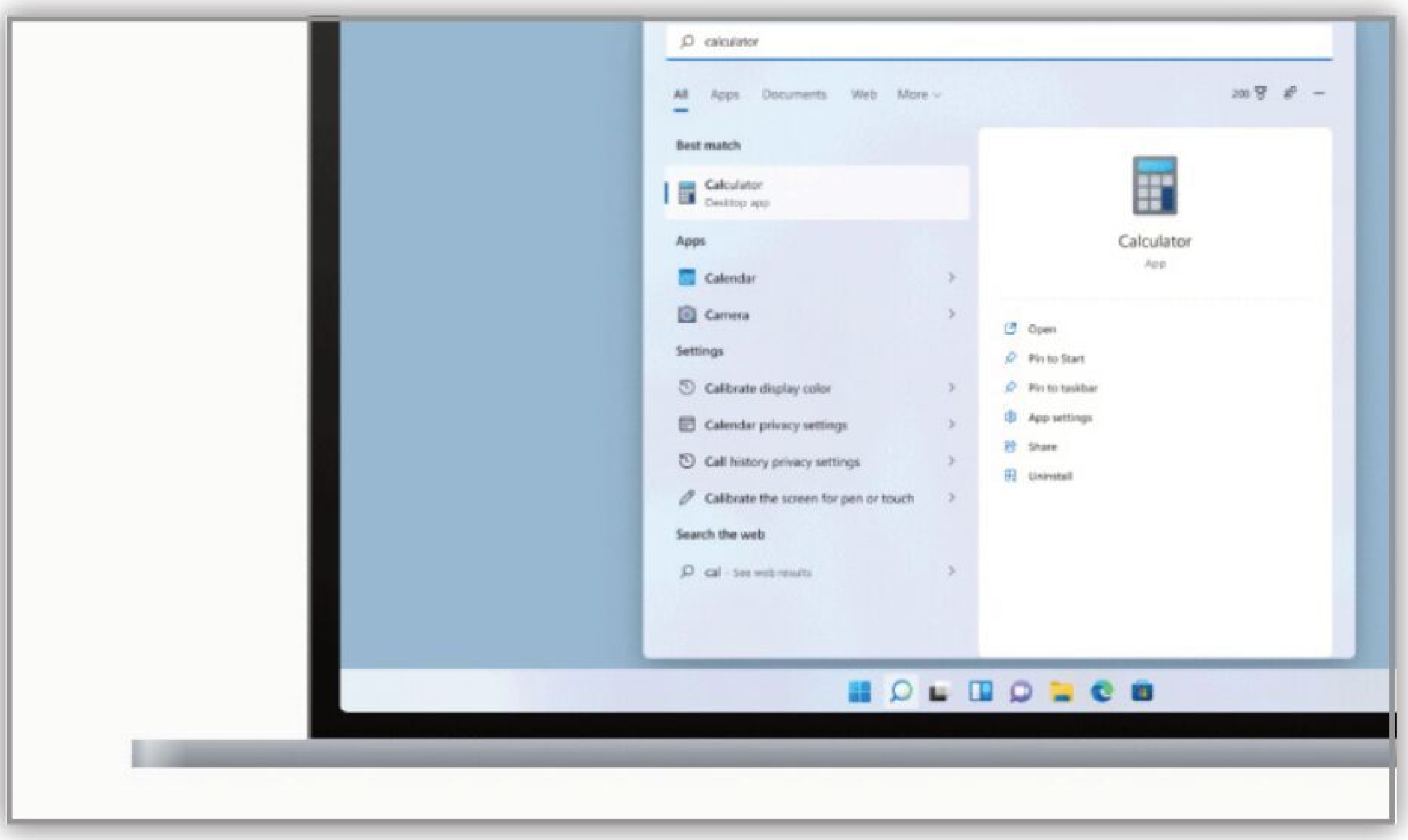
- Netflix
- Twitter
- Reddit
- Pinterest
- Dolby Access
- Telegram Desktop
- Adobe Photoshop Express: Image Editor, Adjustments, Filters, Effects, Borde
- Luminar AI
- Alexa

Step 8 An interesting element to the Getting Started setup are the informational sections; such as this one. It details the new Search app that’s located on the taskbar. It also highlights the new Start launch taskbar, and shows how easy it is to use, and pin any Apps to.

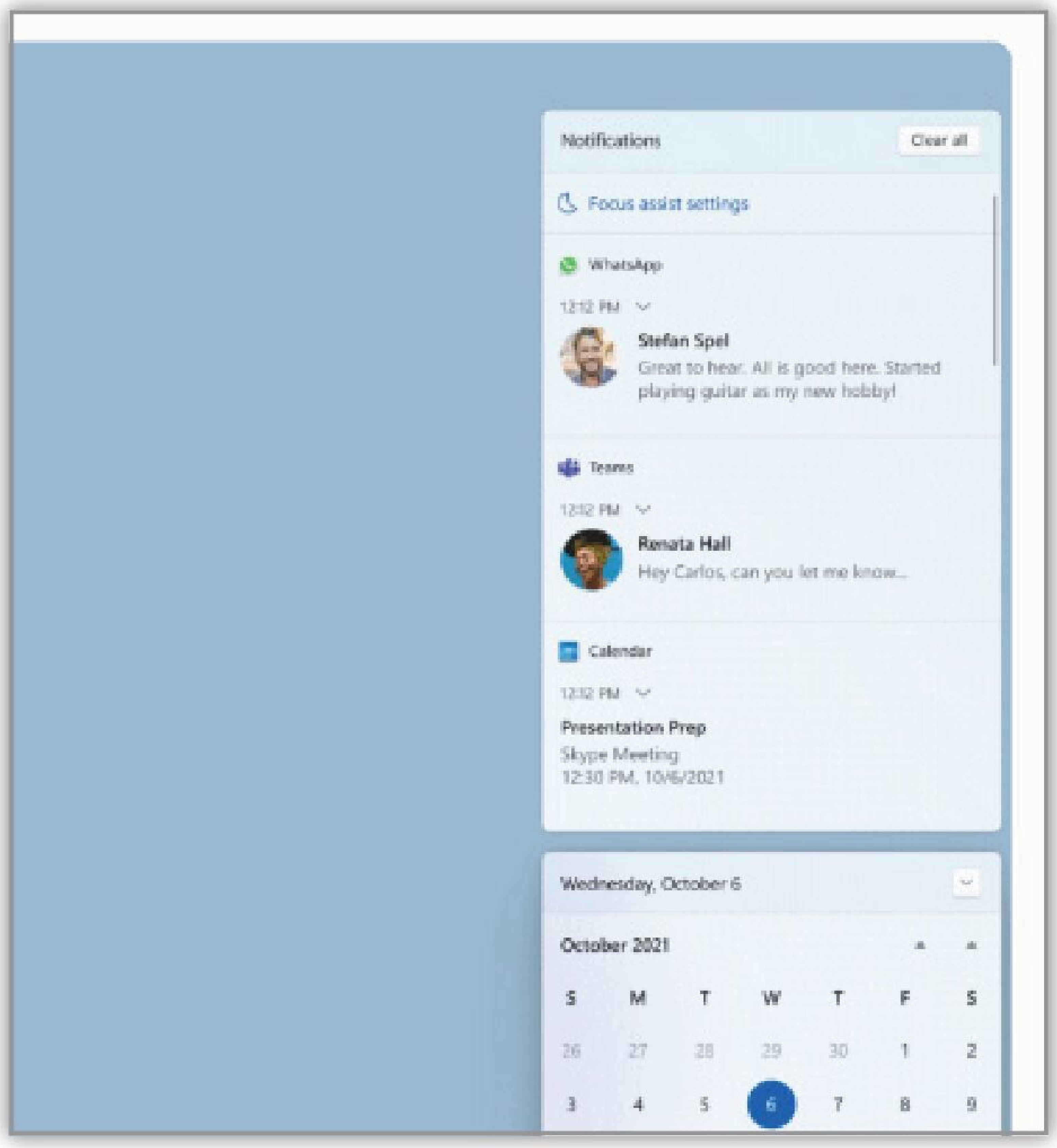


One place to Start

Search for anything, anywhere, pin the apps you use the most, and see your recent files—Start is here for getting things done with fewer clicks and swipes.



Step 9 The Focus Assist setting is designed to help you choose the notifications you'd like to see and hear, without the distractions of those you don't. Any notification that's not set in the Priority list of apps, will be added to the Notification area without disturbing your workflow. Click the Open focus assist settings button for further information.


Notifications
Clear all
Focus assist settings
WhatsApp
12:12 PM
Teams
12:12 PM
Calendar
12:12 PM
Wednesday, October 6
October 2021
S
M
T
W
T
F
S
26
27
28
29
30
1
2
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4
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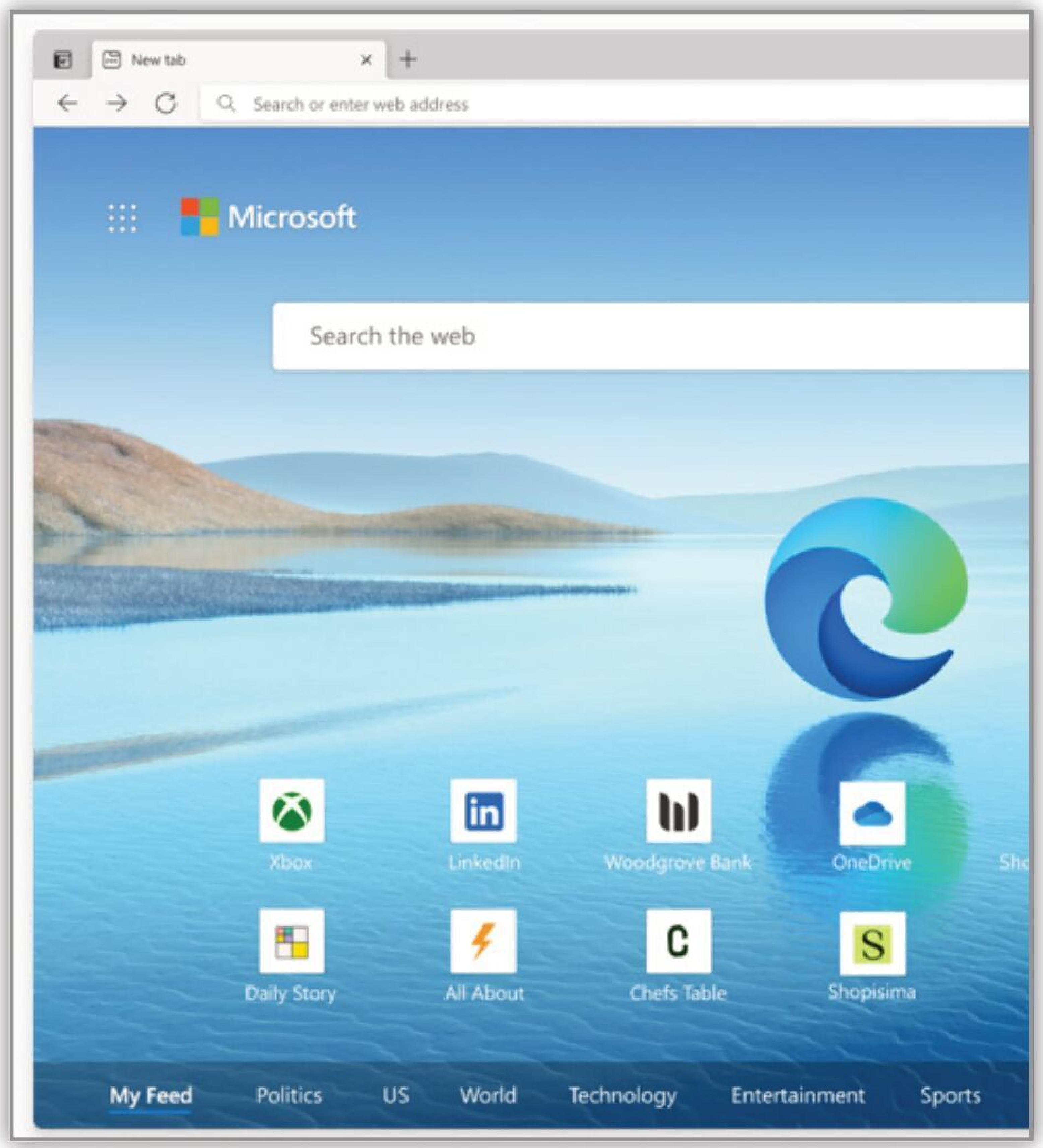
6
7
8
9

Stefan Spel
Great to hear. All is good here. Started playing guitar as my new hobby!

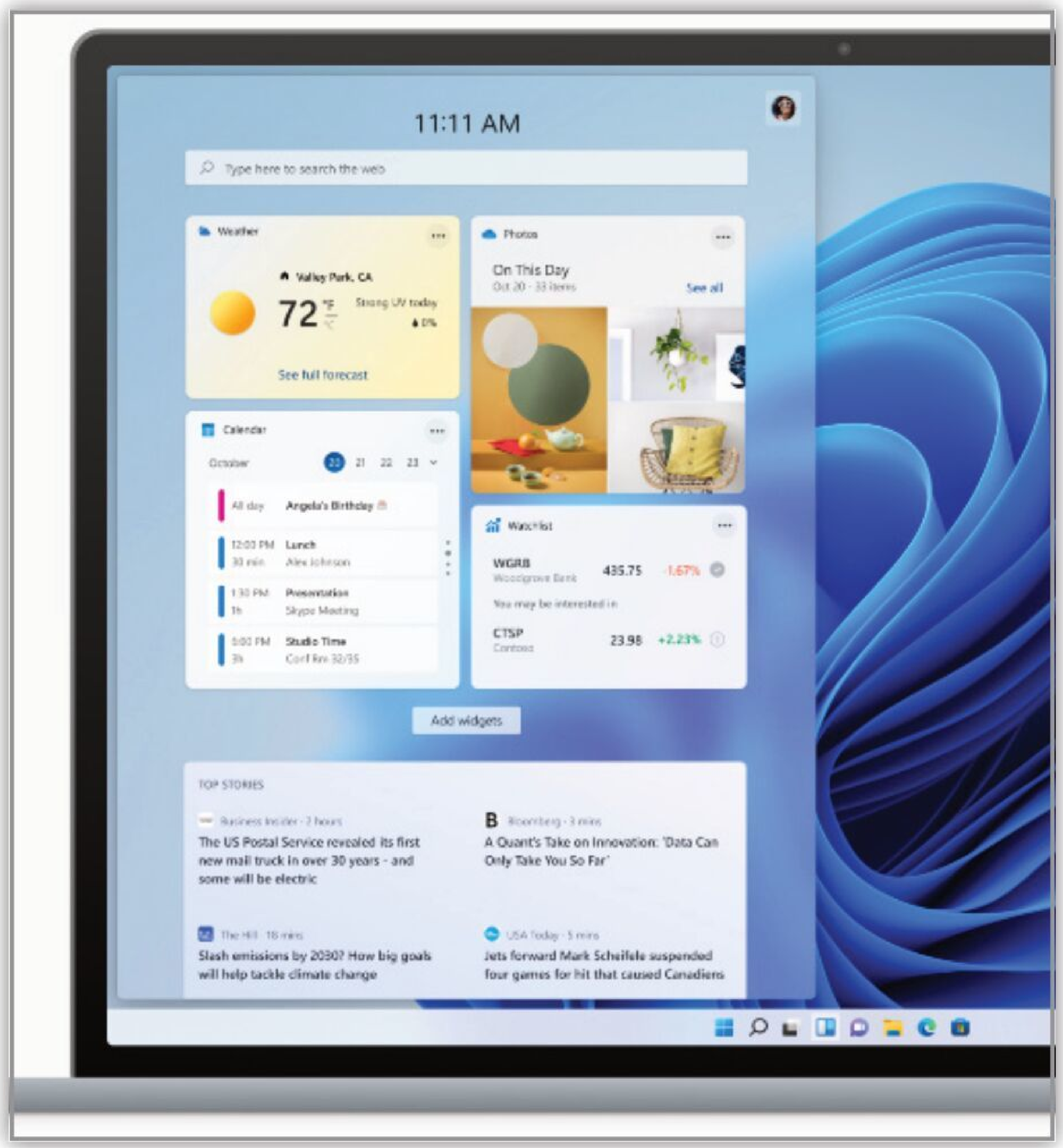
Renata Hall
Hey Carlos, can you let me know...

Presentation Prep
Skype Meeting
12:30 PM, 10/6/2021

Step 10 Microsoft Edge has seen some dramatic improvements over the years, so much so that it's now regarded as one of the most secure, and fastest browsers available. Of course, if you prefer to use Chrome, Firefox or another browser, then you're free to do so. Edge, however, is built on Chrome technologies, so it might be worth giving it a go.


New tab
Search or enter web address
Microsoft
Search the web
Xbox
LinkedIn
Woodgrove Bank
OneDrive
Daily Story
All About
Chefs Table
Shopisima
My Feed
Politics
US
World
Technology
Entertainment
Sports

Step 11 Widgets are a resurfacing technology from the Windows Vista days; only now they work a lot better. This panel of the Getting Started setup shows you how to access your Widgets, and how to explore what's available. The widget window scrolls in from the left of the screen, slightly raised above the taskbar.


11:11 AM
Type here to search the web
Weather
Valley Park, CA
72 °F
Strong UV today
See full forecast
Photos
On This Day
See all
Calendar
October
20
21
22
23
Watchlist
Add widgets
TOP STORIES

All day Angela's Birthday
12:00 PM 30 min Lunch Alex Johnson
1:30 PM 1h Presentation Skype Meeting
5:00 PM 3h Studio Time Conf Rm 32/35

WGRB Woodgrove Bank 435.75 -1.67%
You may be interested in
CTSP Contoso 23.98 +2.23%

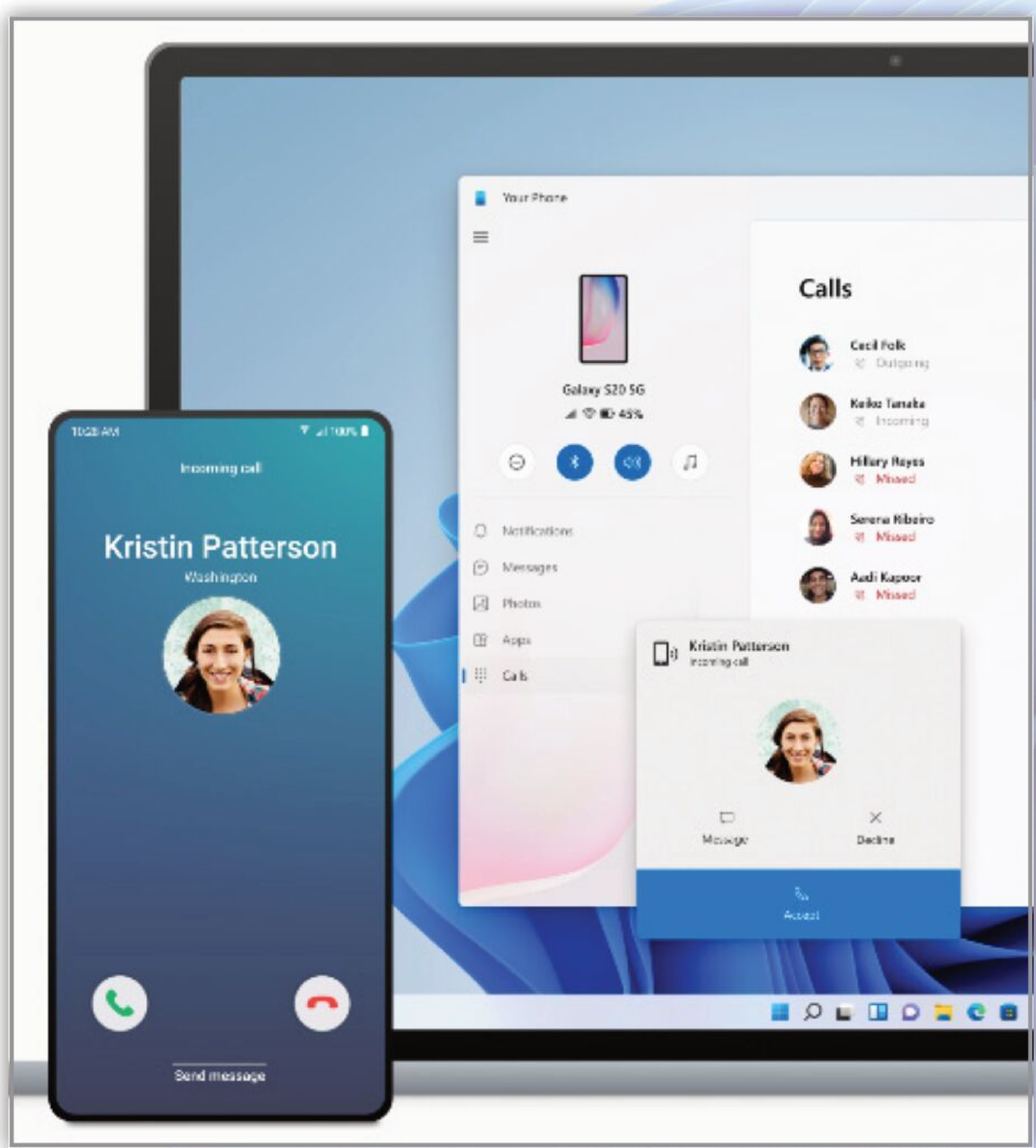
The US Postal Service revealed its first new mail truck in over 30 years - and some will be electric

A Quant's Take on Innovation: 'Data Can Only Take You So Far'

Slash emissions by 2030? How big goals will help tackle climate change

Jets forward Mark Scheifele suspended four games for hit that caused Canadiens

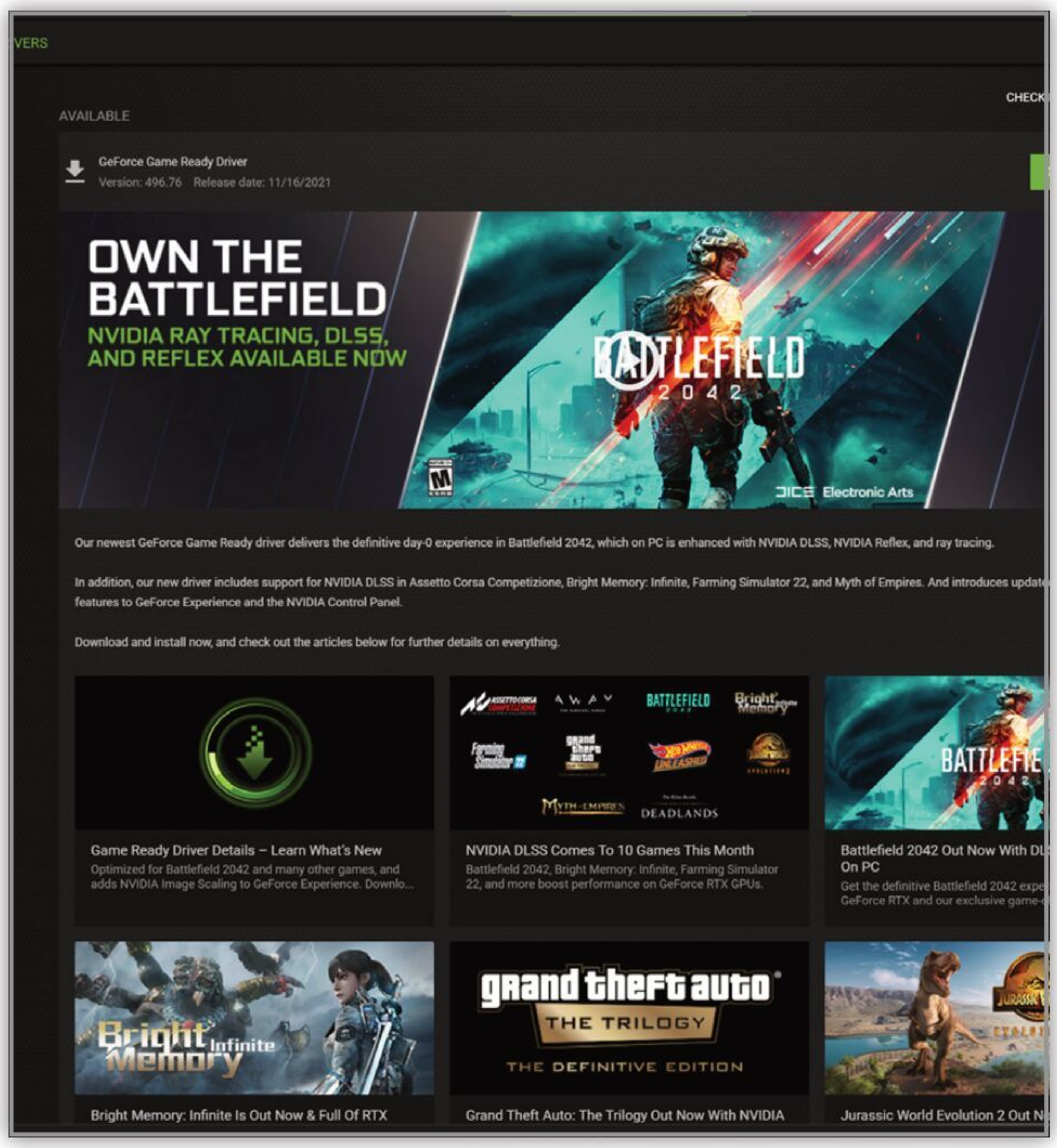
Step 12 Linking your Android phone with Windows is a function that appeared in the early years of Windows 10. Since then it has improved significantly, and you can easily setup and configure the interface from this panel in the Getting Started guide. Simply click the, Link your Android button to begin the connection process.


Your Phone
Galaxy S20 5G
49%
Notifications
Messages
Photos
Apps
Calls
Calls
Cecil Folk
Outgoing
Keiko Tanaka
Incoming
Hillary Reyes
Missed
Serena Ribeiro
Missed
Audi Kapoor
Missed
Kristin Patterson
Incoming call
Message
Decline
Accept
10:28 AM
100%
Incoming call
Kristin Patterson
Washington
Send message

Step 13 The new Chat icon in the taskbar is an element of Microsoft Teams. Teams has proved its worth in gold during lockdown, and has now been included by default in Windows 11. It's cross-platform, and easy to setup and use. Just click on the Chat button in the taskbar to begin the setup process.

Step 14 That's the Getting Started guide complete. You'll now have a fully setup and working OneDrive with active folders, sorted out your notifications, launched and begun to use the Edge browser, and connected your Android phone. Before you do get started, we suggest you try the following.

Step 15 Now would be a good opportunity to check that any specific hardware drivers are updated to Windows 11. To do this depends greatly on the type of hardware. For example, Nvidia GPUs will use the Nvidia GeForce Experience. Simply click to open the hardware setup client, and follow the on-screen instruction to apply the update(s).



VERS
CHECK
AVAILABLE

GeForce Game Ready Driver
Version: 496.76 Release date: 11/16/2021

OWN THE BATTLEFIELD
NVIDIA RAY TRACING, DLSS, AND REFLEX AVAILABLE NOW
BATTLEFIELD 2042
DICE Electronic Arts

Our newest GeForce Game Ready driver delivers the definitive day-0 experience in Battlefield 2042, which on PC is enhanced with NVIDIA DLSS, NVIDIA Reflex, and ray tracing.

In addition, our new driver includes support for NVIDIA DLSS in Assetto Corsa Competizione, Bright Memory: Infinite, Farming Simulator 22, and Myth of Empires. And introduces updat features to GeForce Experience and the NVIDIA Control Panel.

Download and install now, and check out the articles below for further details on everything.

Game Ready Driver Details – Learn What's New
Optimized for Battlefield 2042 and many other games, and adds NVIDIA Image Scaling to GeForce Experience. Downlo...

NVIDIA DLSS Comes To 10 Games This Month
Battlefield 2042, Bright Memory: Infinite, Farming Simulator 22, and more boost performance on GeForce RTX GPUs.

Battlefield 2042 Out Now With DL On PC
Get the definitive Battlefield 2042 expe GeForce RTX and our exclusive game-

Bright Memory: Infinite Is Out Now & Full Of RTX

Grand Theft Auto: The Trilogy Out Now With NVIDIA

Jurassic World Evolution 2 Out N

Bright Memory Infinite
grand theft auto THE TRILOGY THE DEFINITIVE EDITION

Step 16 If you have any older software, it's worth taking a moment to test that it still behaves the way you expect it to under Windows 11. If not, then look the software up online, see if there's an update to Windows 11, or contact the developers directly to ask for guidance relating to the specific software itself.

ExpressVPN
What is a
⌂ › VPN software › VPN Windows

Download the best VPN for PC in 2021

Risk-free VPN for Windows 11, 10, 8, and 7

- ✓ Intuitive app for desktops and laptops
- ✓ Browse privately and securely
- ✓ 30-day money-back guarantee

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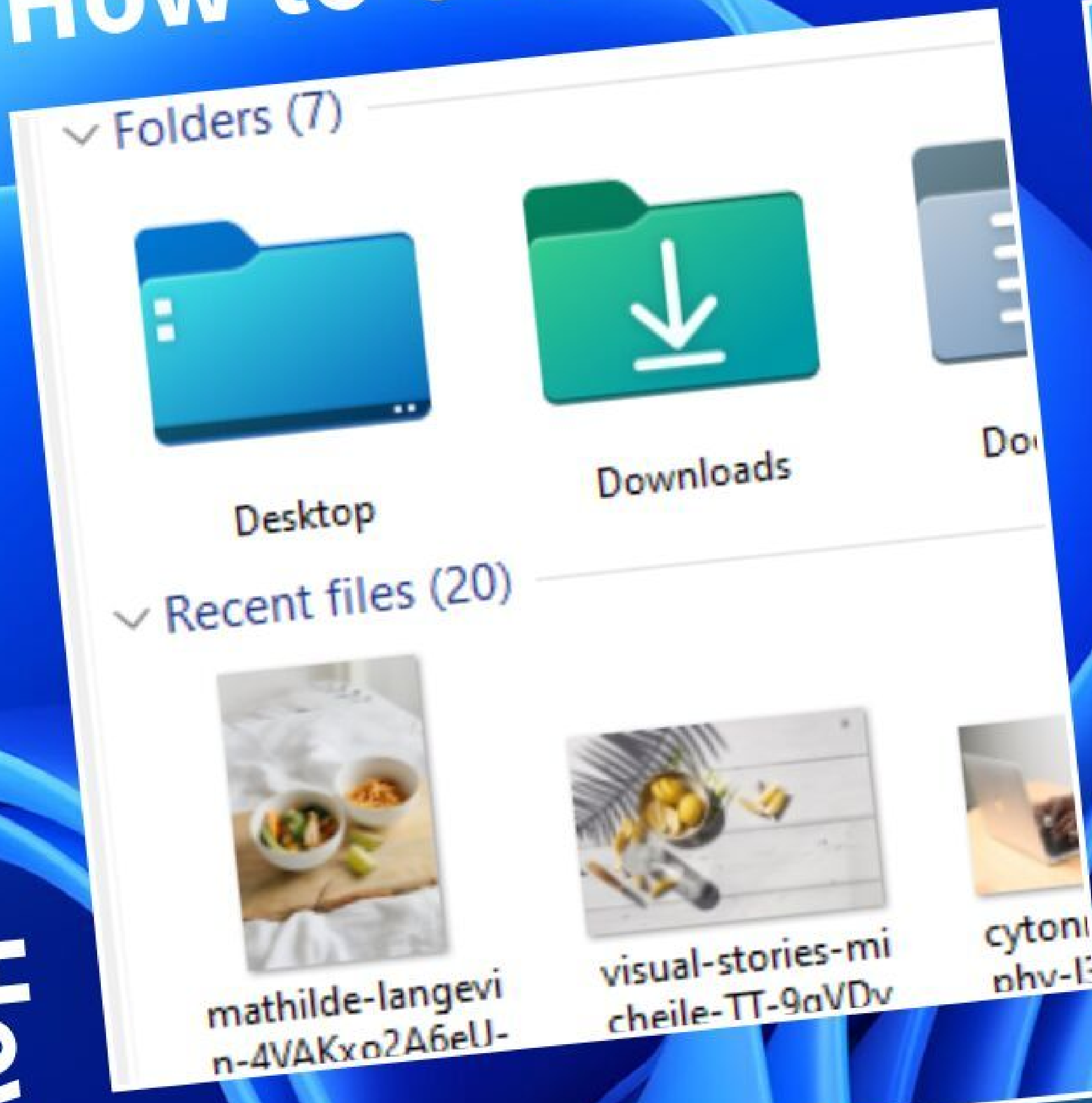
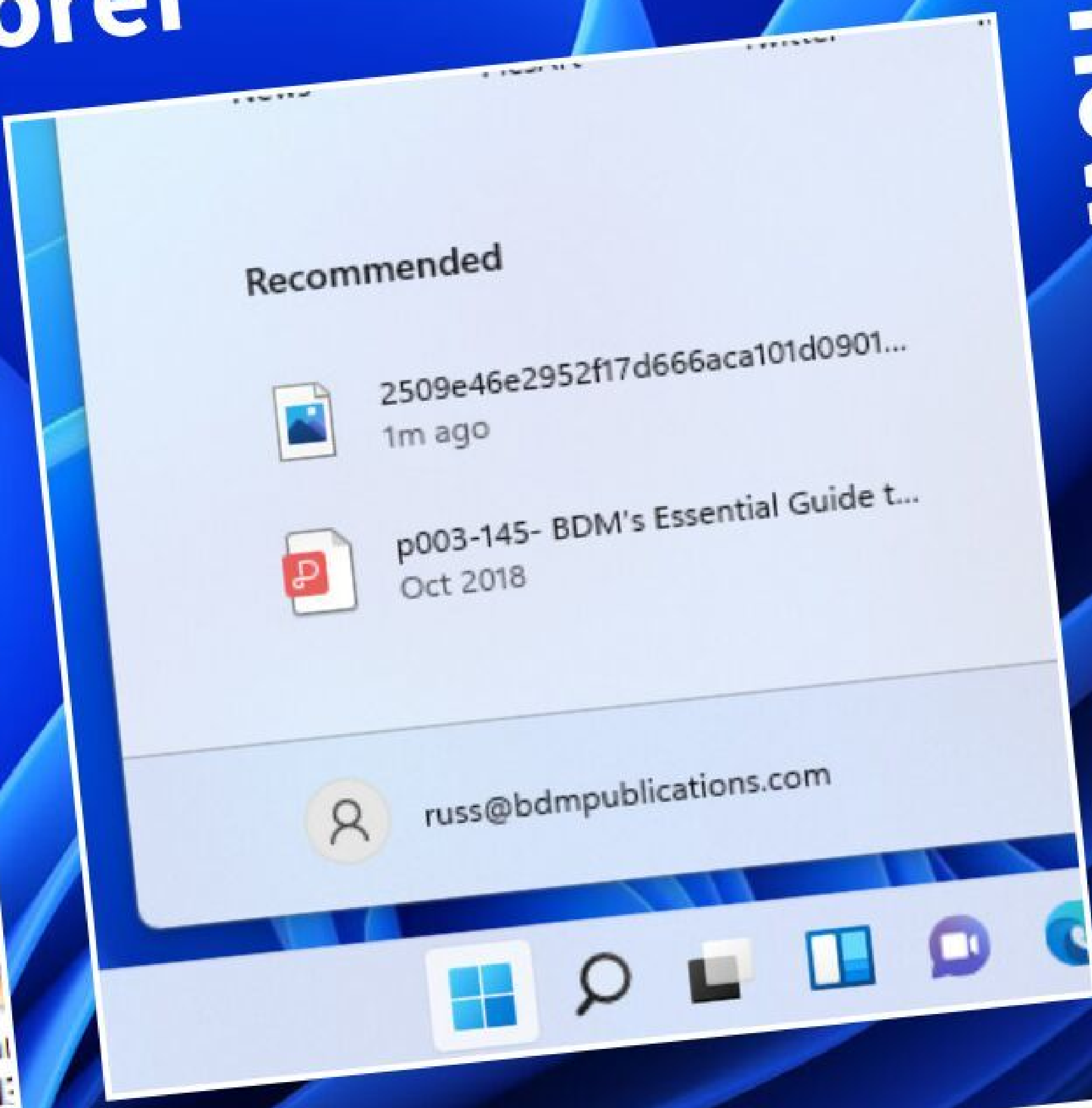
How to Use File Explorer


Folders (7)
Desktop
Downloads
Do
Recent files (20)
mathilde-langevi
n-4VAKxo2A6eU-
visual-stories-mi
cheile-TT-9gVDv
cyton
phy-l

How to Use the Start Menu


Recommended
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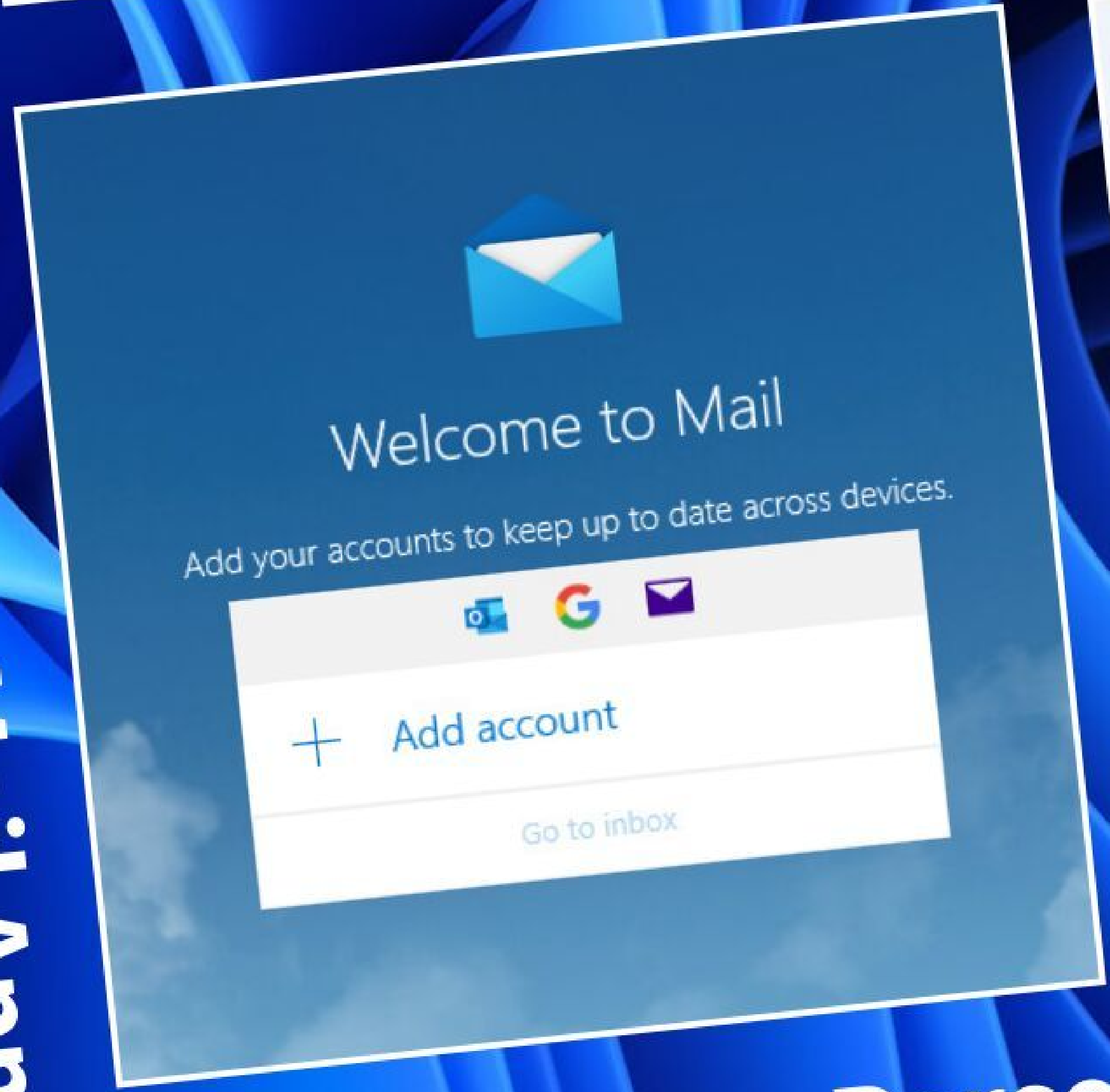
1m ago
p003-145- BDM's Essential Guide t...
Oct 2018
russ@bdmpublications.com

How to Use the Mail App


Welcome to Mail
Add your accounts to keep up to date across devices.
Add account
Go to inbox

Personalising Windows 11

Personalisation › Themes
Current theme
Choose a combination of wallpapers, sounds, and colours together to giv

Windows 11 Essentials

Windows 11 looks a lot different to previous versions of the operating system. There's a new taskbar, Start menu, Microsoft Store, file menus, search and much more. It's all ground-breaking stuff, and you'll need to be familiar with the basics before you can begin dive into more technical territory.

Read on, and discover Windows 11 essentials.

Windows 11 Start Screen

The Windows 11 desktop user interface (UI) is a radical change from what we're used to with previous versions of Windows. The main differences are the new taskbar, Notifications and Widgets.

1 Widgets

The Widgets snap in from the left of the desktop when you move your mouse over to the edge of the screen. You'll notice that the Widget window is slightly raised, this is to avoid it clashing with the taskbar; to help keep the desktop clutter-free. You can also open them by pressing the Windows Key + W on your keyboard.

2 Search

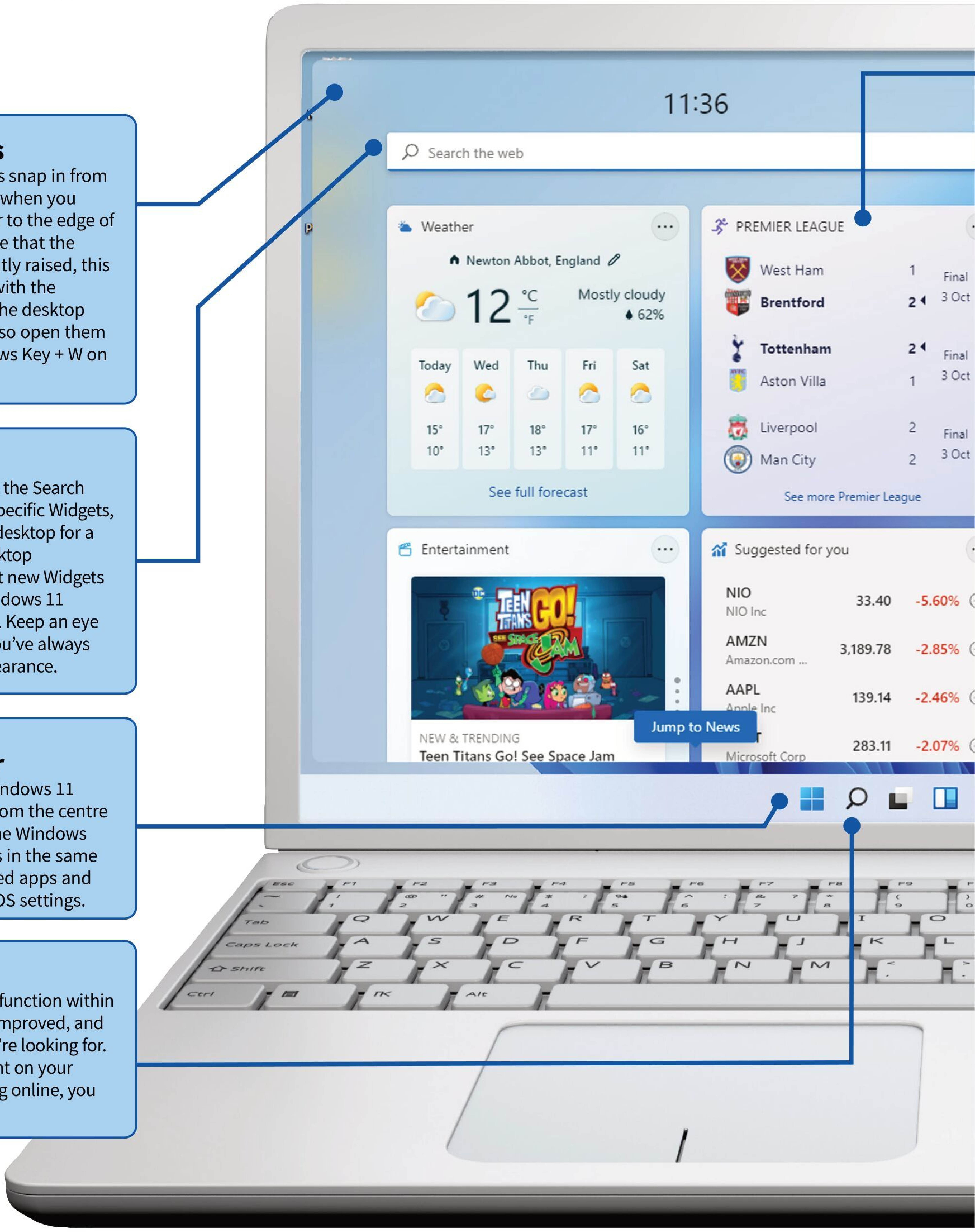
You can use the Search field to look for more specific Widgets, and add them to your desktop for a more personalised desktop environment. Note that new Widgets are being added to Windows 11 almost on a daily basis. Keep an eye out, to see if the one you've always wanted makes an appearance.

3 Taskbar

The new Windows 11 taskbar expands out from the centre of the desktop now. The Windows Start button still works in the same way, displaying installed apps and offering access to the OS settings.

4 Search

The Search function within Windows 11 is greatly improved, and easier to find what you're looking for. Whether it's a document on your computer, or something online, you can find it here.



Newton Abbot, England

12 °C °F Mostly cloudy 62%

Today	Wed	Thu	Fri	Sat
15°	17°	18°	17°	16°
10°	13°	13°	11°	11°

See full forecast

West Ham	1	Final
Brentford	2	3 Oct
Tottenham	2	Final
Aston Villa	1	3 Oct
Liverpool	2	Final
Man City	2	3 Oct

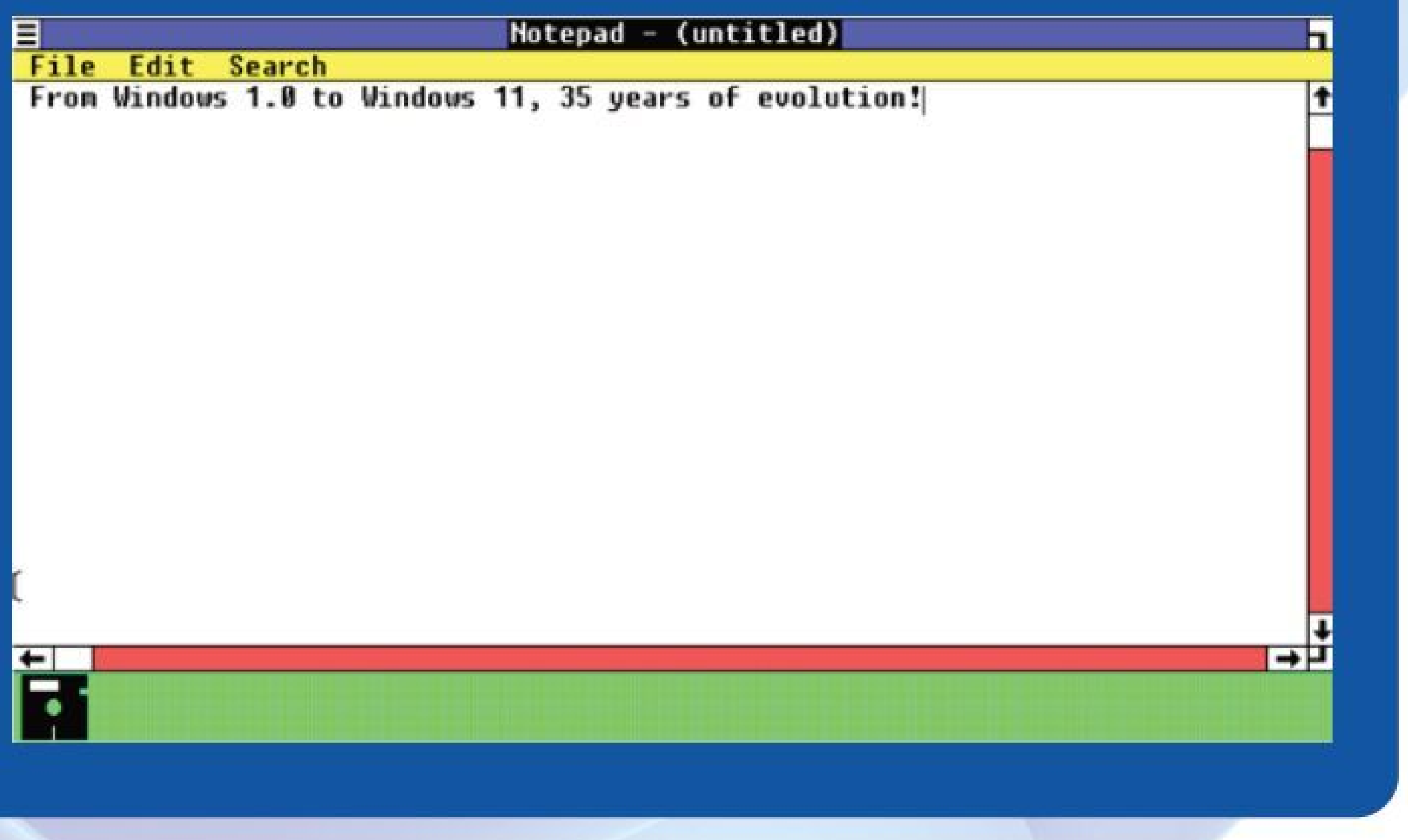
See more Premier League

NEW & TRENDING
Teen Titans Go! See Space Jam

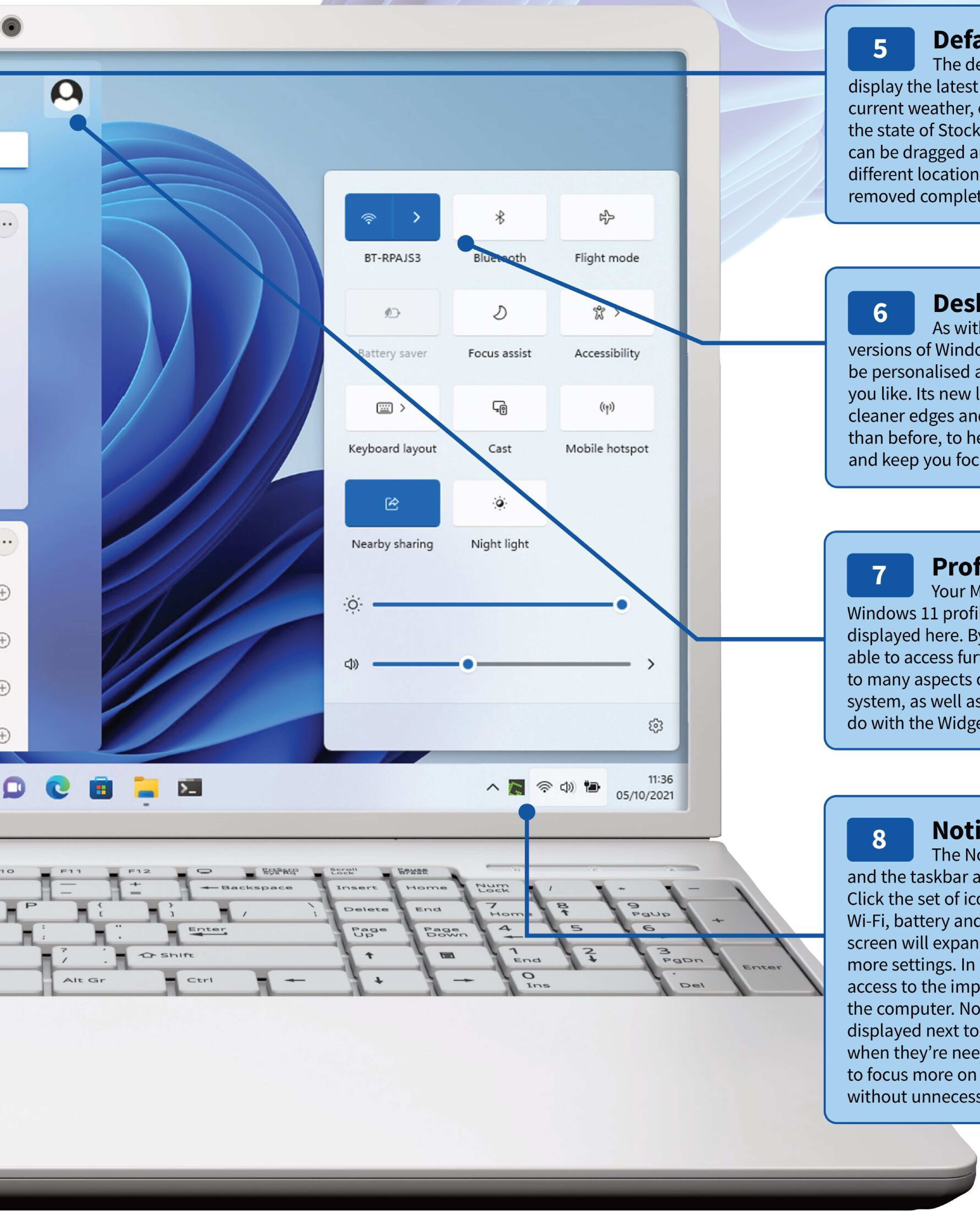
NIO NIO Inc	33.40	-5.60%
AMZN Amazon.com ...	3,189.78	-2.85%
AAPL Apple Inc	139.14	-2.46%
Microsoft Corp	283.11	-2.07%

Then and Now

We've come a long way since the early days of Windows version 1.0. Through ups and downs, Windows has evolved to become the most used desktop operating system in the world. Over 35 years have passed since Windows 1.0 has released, let's see what the next 35 hold for Microsoft's OS.


Notepad - (untitled)
File Edit Search

From Windows 1.0 to Windows 11, 35 years of evolution!


BT-RPAJS3
Bluetooth
Flight mode
Battery saver
Focus assist
Accessibility
Keyboard layout
Cast
Mobile hotspot
Nearby sharing
Night light
11:36
05/10/2021

5 Default Display

The default Widgets display the latest sporting news, the current weather, entertainment and the state of Stocks and Shares. These can be dragged and dropped to different locations, changed or even removed completely.

6 Desktop

As with all previous versions of Windows, the Desktop can be personalised and configured how you like. Its new look is brighter, with cleaner edges and better resolution than before, to help ease eye-strain and keep you focused.

7 Profile

Your Microsoft or local Windows 11 profile image will be displayed here. By clicking it, you'll be able to access further settings relating to many aspects of the core operating system, as well as specific settings to do with the Widgets feature.

8 Notifications

The Notification Centre and the taskbar are now combined. Click the set of icons that represent Wi-Fi, battery and so on, and the screen will expand upward to reveal more settings. In here you'll find access to the important elements of the computer. Notifications will be displayed next to the date; as and when they're needed. This allows you to focus more on what you're doing without unnecessary distractions.

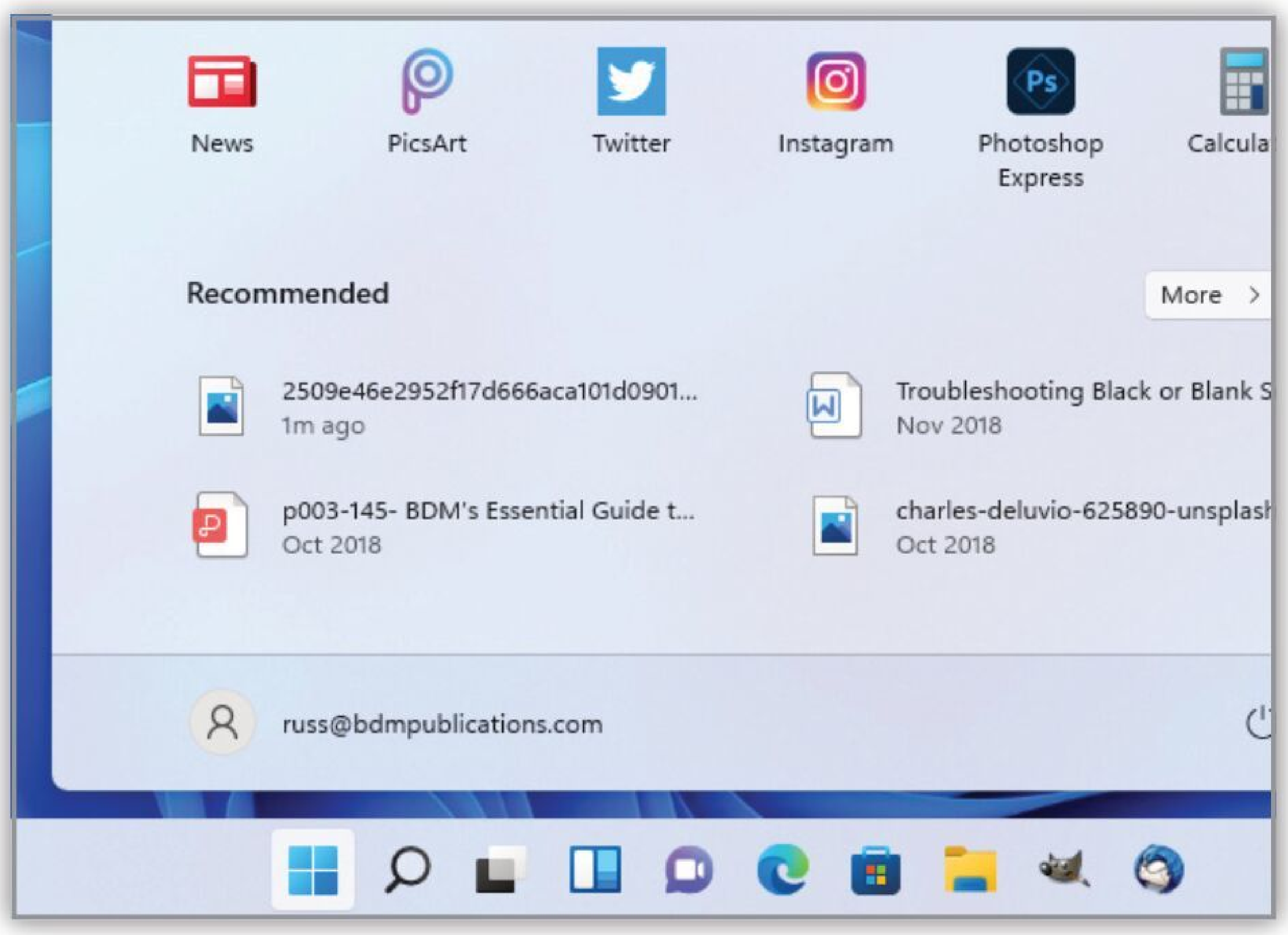
How to Use the Start Menu

The Start menu has been given a big makeover for Windows 11, simplified in some ways and expanded in others. It may look a bit empty when compared to the Windows 10 Start menu, but it is still the main way to access your installed apps, software and games.

Get to Grips with Start

If you have used Windows 10, the Start menu shouldn't hold too many surprises for you, but it is still a good idea to familiarise yourself with its features.

Step 1 The completely redesigned Start menu is opened by clicking on the Windows icon in the taskbar, or by pressing the Windows Key on your keyboard. It opens above the taskbar icons, floating in the middle of the screen. It will appear over the top of any open windows.


News
PicsArt
Twitter
Instagram
Photoshop Express
Calcula
Recommended
More
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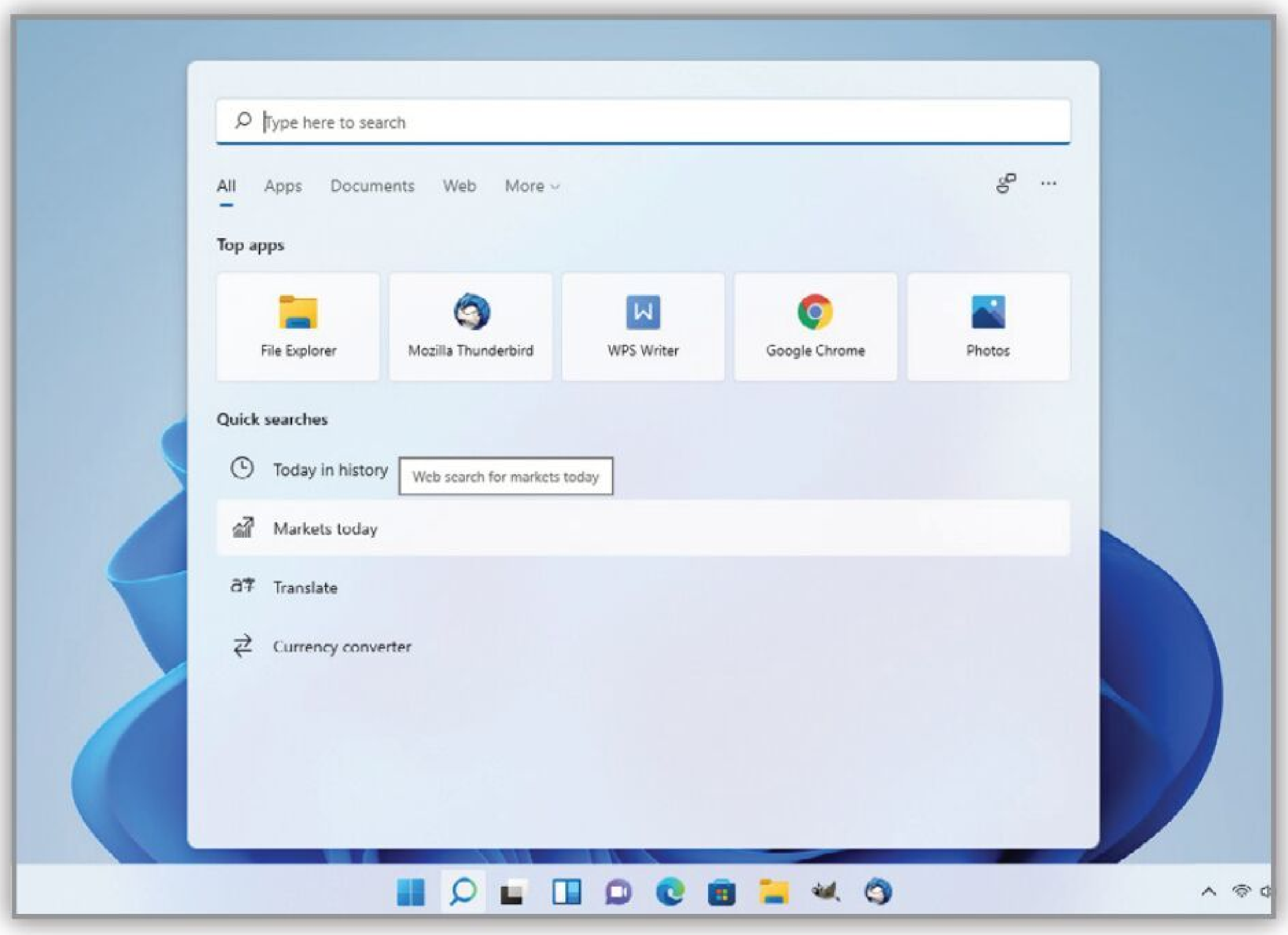
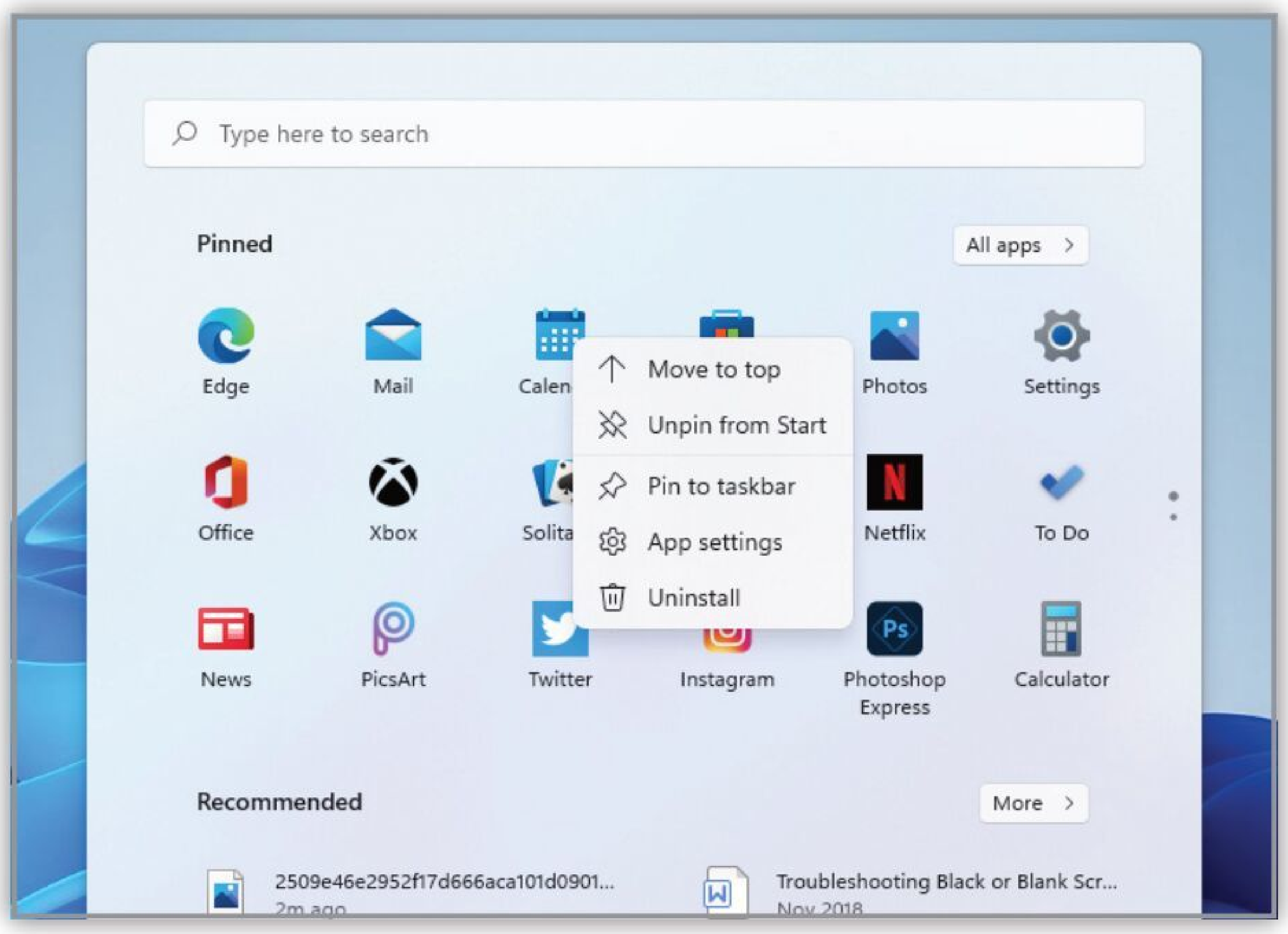
1m ago
Troubleshooting Black or Blank S
Nov 2018
p003-145- BDM's Essential Guide t...
Oct 2018
charles-deluvio-625890-unsplash
Oct 2018
russ@bdmpublications.com

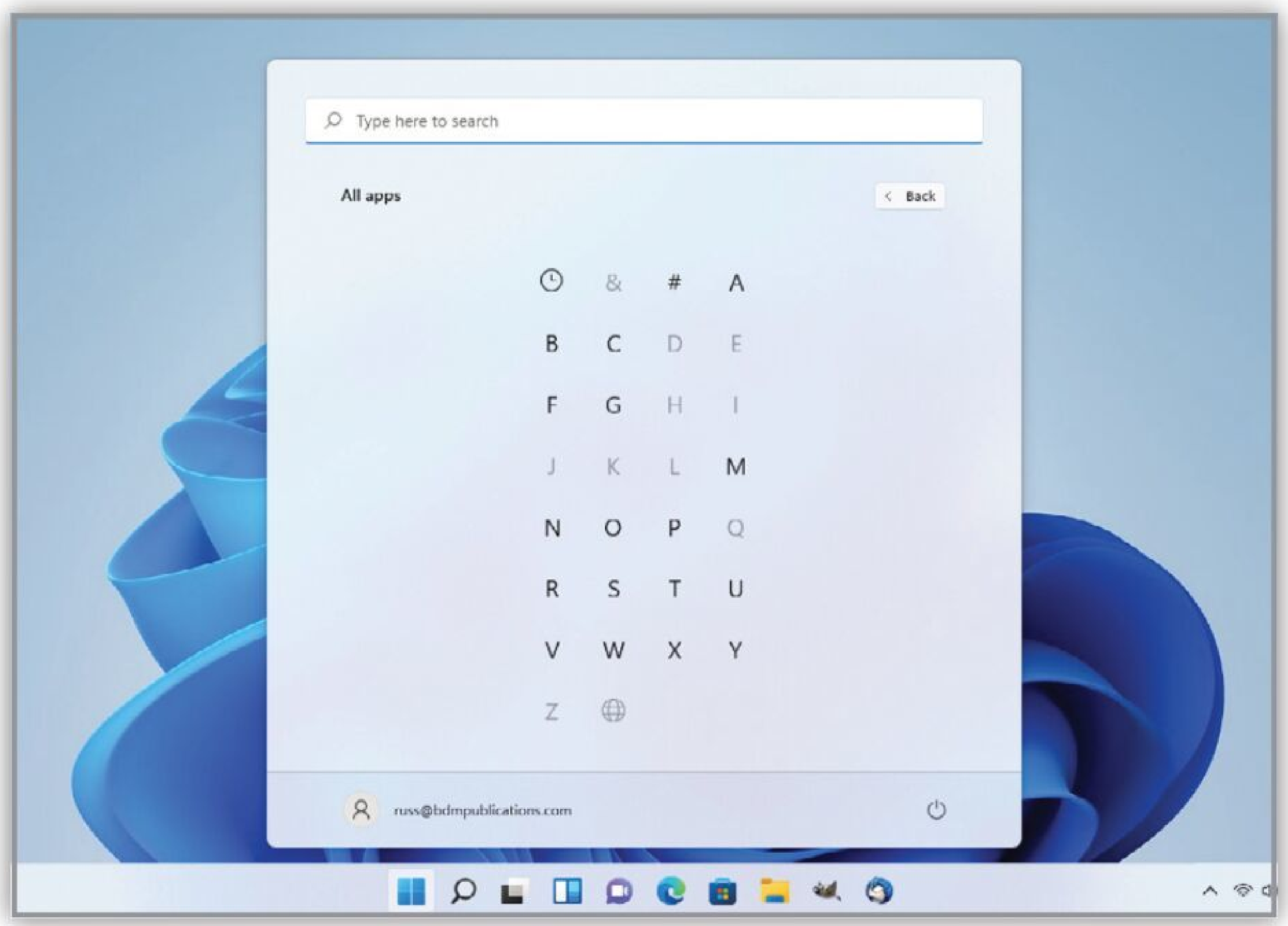
Step 2 The Start menu is arranged in four main sections: Search, Pinned Apps, Recent or Recommended Files and Account/Power. Clicking in the Search field will switch to the dedicated Search panel, rather than letting you type your search term directly into the Start menu.


Type here to search
All
Apps
Documents
Web
More
Top apps
File Explorer
Mozilla Thunderbird
WPS Writer
Google Chrome
Photos
Quick searches
Today in history
Web search for markets today
Markets today
Translate
Currency converter

Step 3 If the app you want to open is shown, click the icon to open it. If not, you can click the "All Apps" button to open the full, scrollable list of apps. You can change the apps that appear here by right-clicking on the icon and choosing "Unpin/Pin to Start" from the action menu.


Type here to search
Pinned
All apps
Edge
Mail
Calen
Photos
Settings
Office
Xbox
Solita
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Move to top
Unpin from Start
Pin to taskbar
App settings
Uninstall
Recommended
More
2509e46e2952f17d666aca101d0901...
2m ago
Troubleshooting Black or Blank Scr...
Nov 2018

Step 4 In the app menu, apps are sorted alphabetically, except for a Most Used section at the top. If you click the title of that section (or any other section heading), a letter grid will appear, allowing you to quickly skip to a specific section of the apps list.


Type here to search
All apps
Back
&
#
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z
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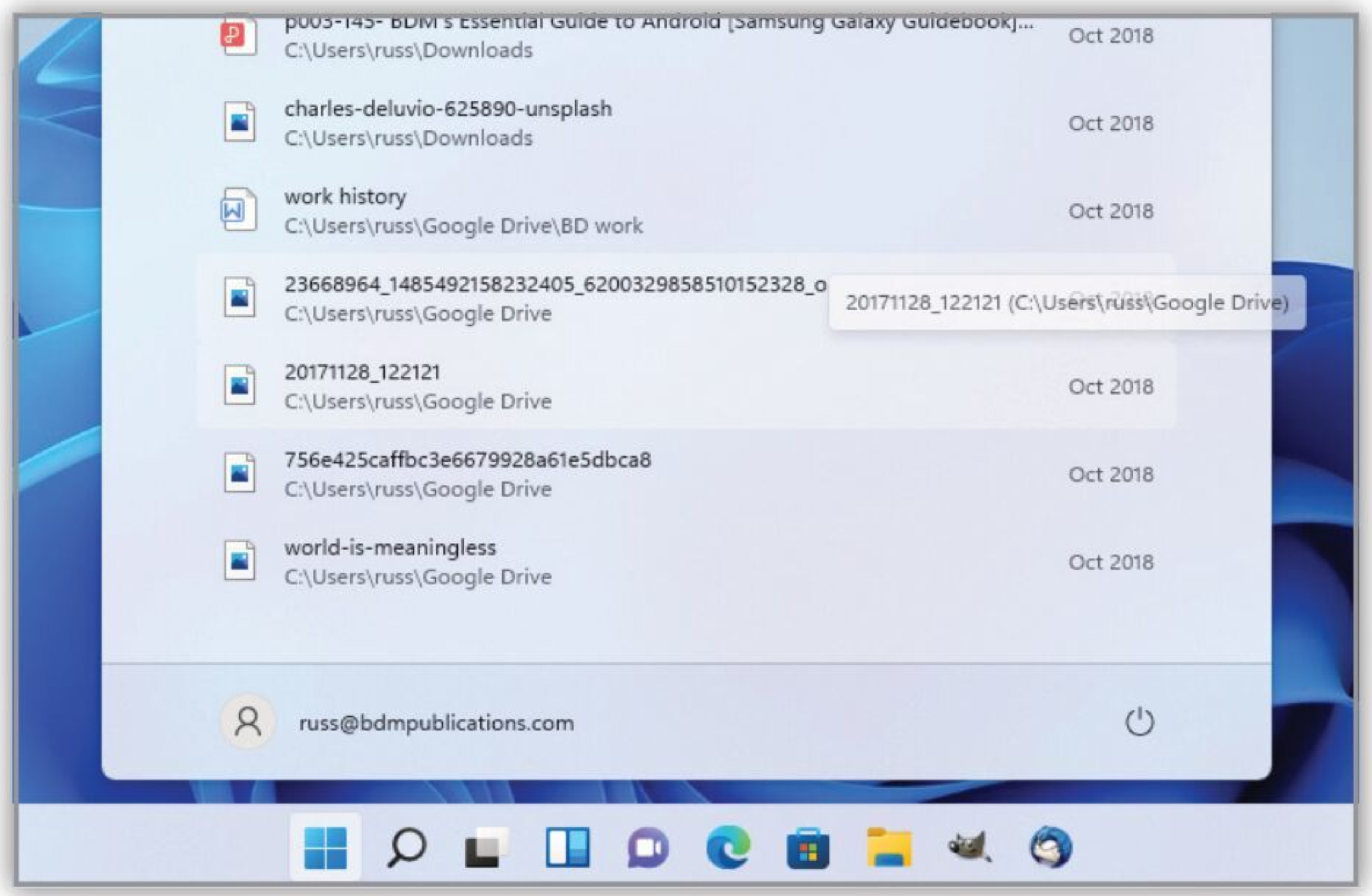
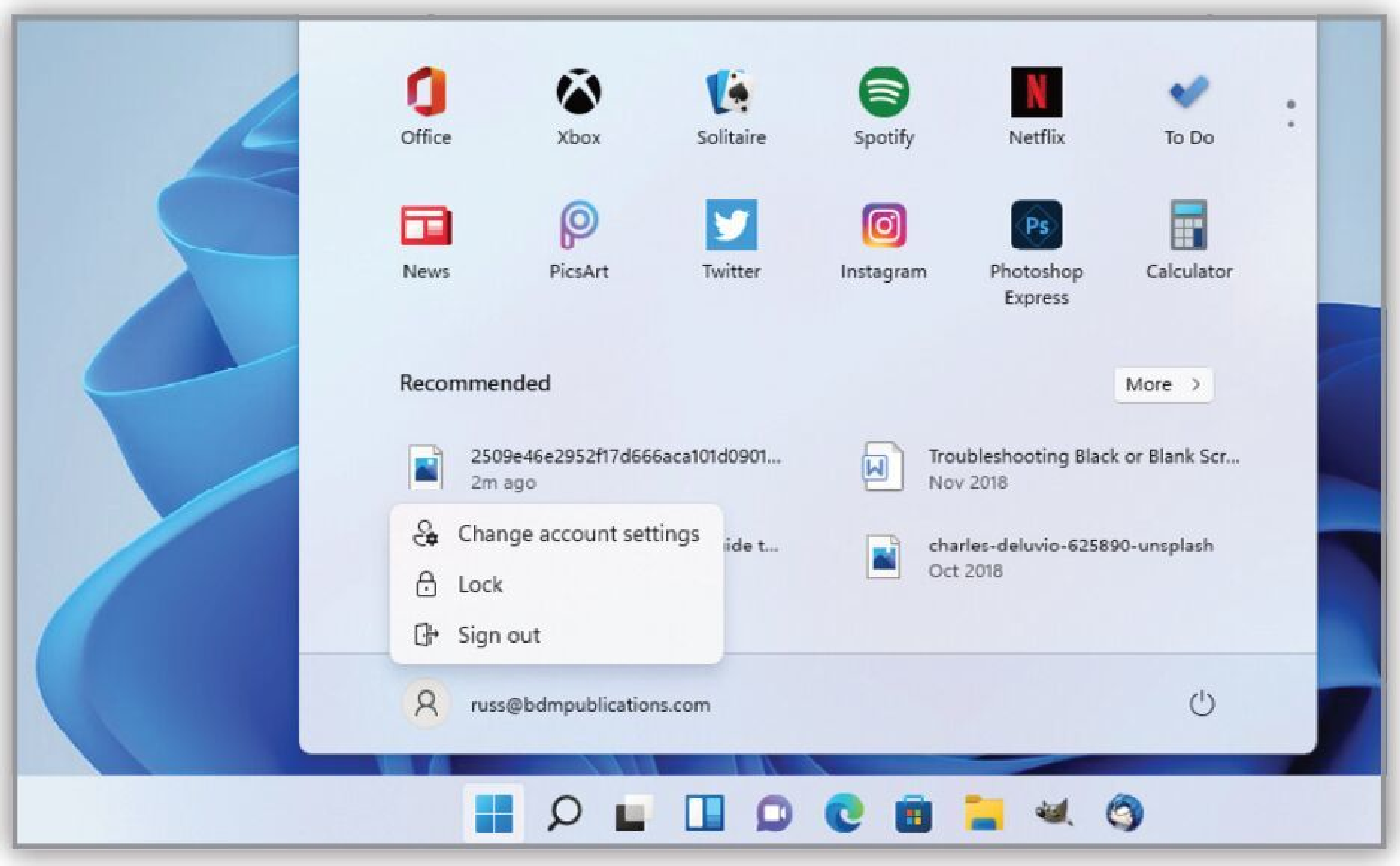
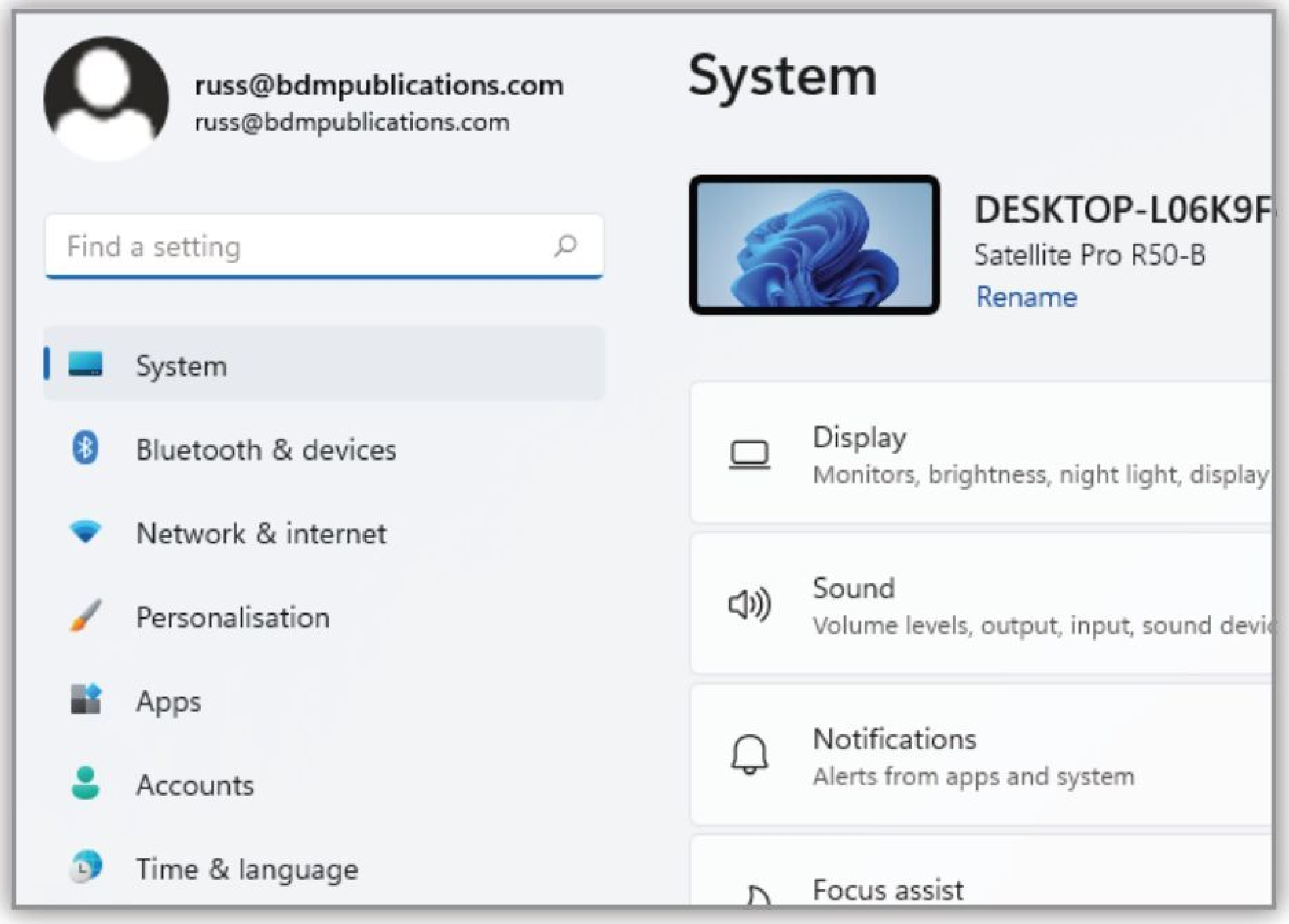
Step 5 The Recommended section shows files that have been recently opened, or that have been opened frequently. Click on any icon to open the file in whatever app/program it is associated with. Click the “More” button to the right to open a larger list of files.


p003-145- BDM's Essential Guide to Android [Samsung Galaxy Guidebook]...
C:\Users\russ\Downloads
Oct 2018
charles-deluvio-625890-unsplash
C:\Users\russ\Downloads
Oct 2018
work history
C:\Users\russ\Google Drive\BD work
Oct 2018
23668964_1485492158232405_6200329858510152328_o
C:\Users\russ\Google Drive
20171128_122121 (C:\Users\russ\Google Drive)
20171128_122121
C:\Users\russ\Google Drive
Oct 2018
756e425caffbc3e6679928a61e5dbca8
C:\Users\russ\Google Drive
Oct 2018
world-is-meaningless
C:\Users\russ\Google Drive
Oct 2018
russ@bdmpublications.com

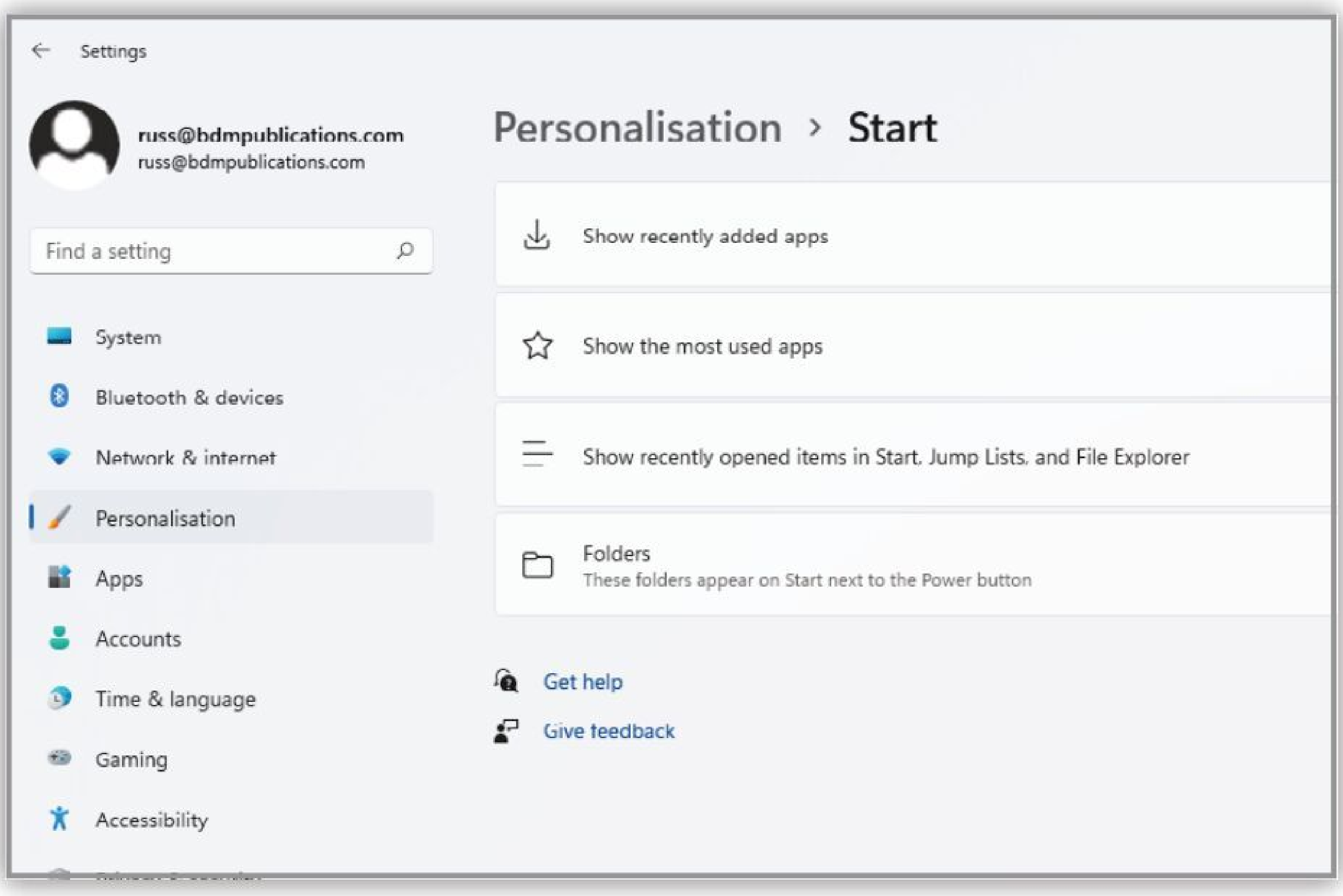
Step 6 The bottom section contains a link to the Microsoft Account menu. Click this to change account settings, lock your computer or sign out of the current account. At the other end of the section is the power button. Click this and choose from the available power options.


Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More >
2509e46e2952f17d666aca101d0901...
2m ago
Troubleshooting Black or Blank Scr...
Nov 2018
Change account settings
Lock
Sign out
charles-deluvio-625890-unsplash
Oct 2018
russ@bdmpublications.com

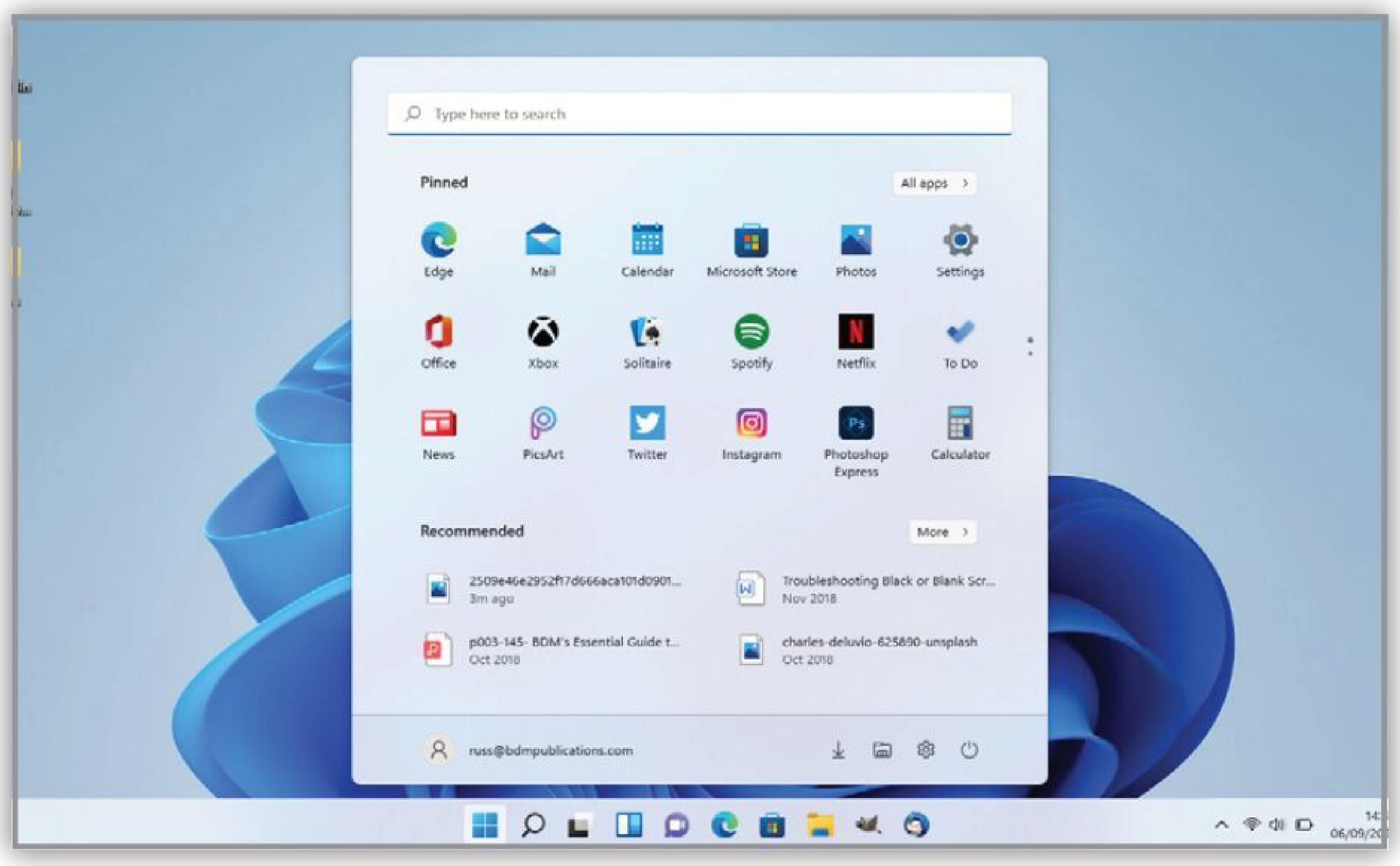
Step 7 It is also possible to display your most used apps and a selection of folders in the Start menu. To enable these features, open the main settings menu (you should see the icon for this in the pinned apps) and click on the Personalisation section. Then choose the Start option.


russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
System
DESKTOP-L06K9F
Satellite Pro R50-B
Rename
Display
Monitors, brightness, night light, display
Sound
Volume levels, output, input, sound devic
Notifications
Alerts from apps and system
Focus assist

Step 8 Use the sliders to enable or disable Start menu features you want or no longer want. To add folders to the Start menu, click the folders option in the Start settings and then use the slider switches to add any of the preset folders you want or need quick access to.


Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Personalisation > Start
Show recently added apps
Show the most used apps
Show recently opened items in Start, Jump Lists, and File Explorer
Folders
These folders appear on Start next to the Power button
Get help
Give feedback

Step 9 Open the Start menu again to see the newly added (or removed features). You may not initially notice any difference to the apps list if you have not yet used any apps repeatedly. The folders you added can be found next to the power button in the bottom section.


Type here to search
Pinned
All apps >
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More >
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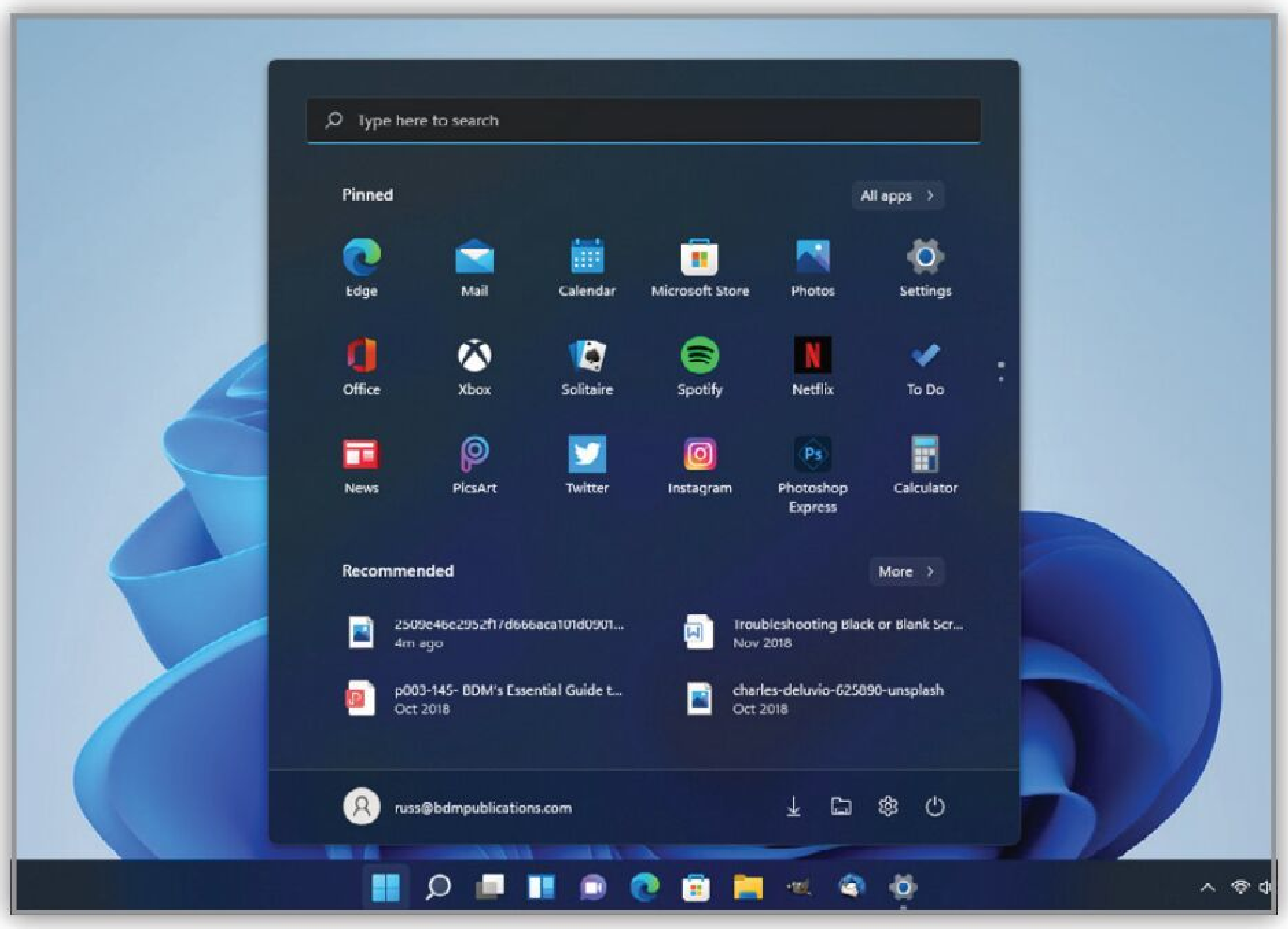
Step 10 It is not possible to resize the Start menu, nor is it possible to change the style of it. You can change the overall colour mode (light, dark or custom), which will change the colour of the Start menu along with other main elements of the interface such as the taskbar.


Type here to search
Pinned
All apps >
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More >
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4m ago
Troubleshooting Black or Blank Scr...
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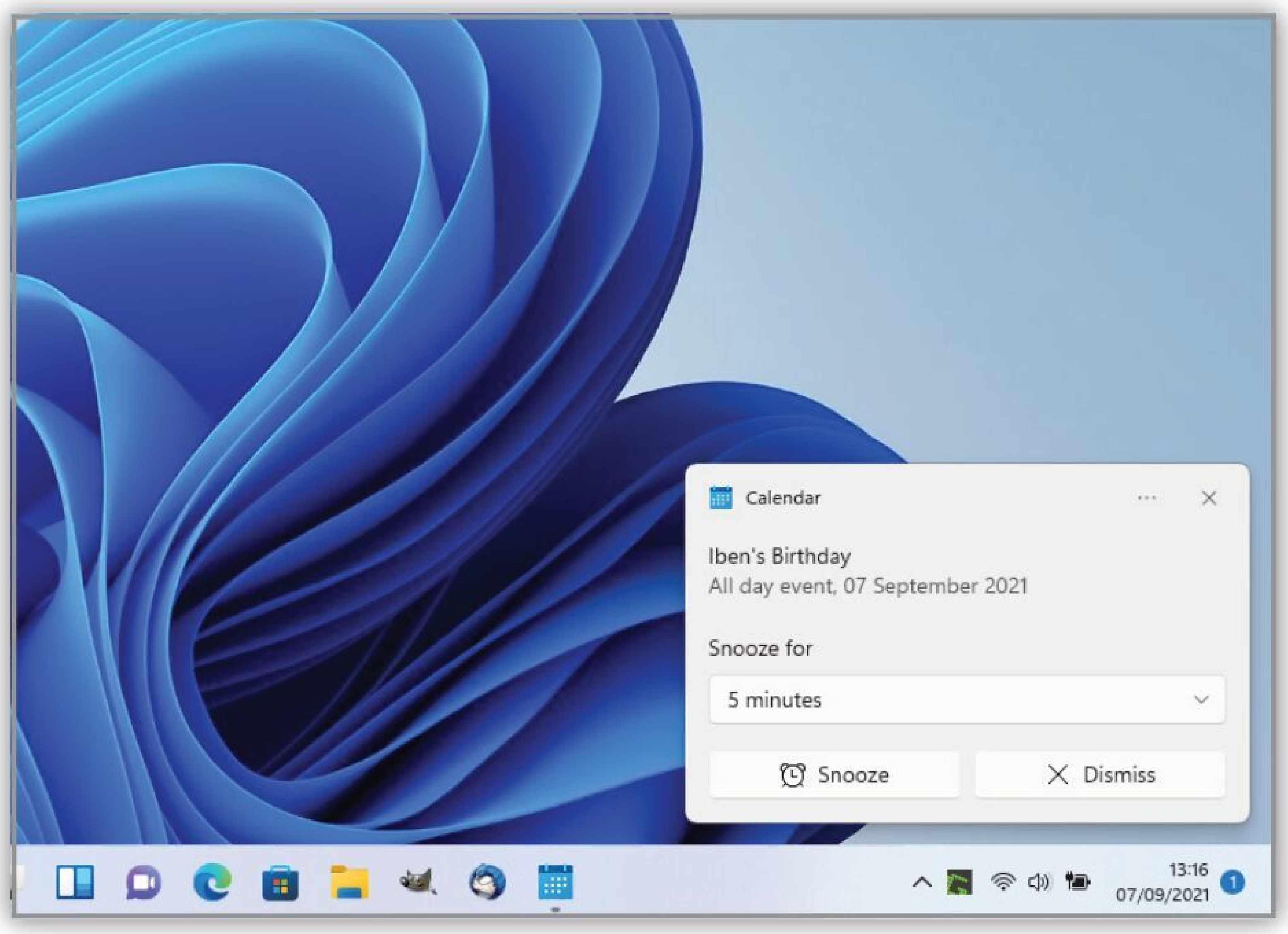
Notifications and Quick Settings

There have always been pop-up messages in Windows but now there is a centralised way in which these are viewed and interacted with. In Windows 11, this is called the Notification Center, it works more like the notifications panel on a smartphone or tablet.

Exploring the Notification Center

The Notification Center is an important and useful element in Windows 11, providing you with access to the calendar as well as notifications and alerts.

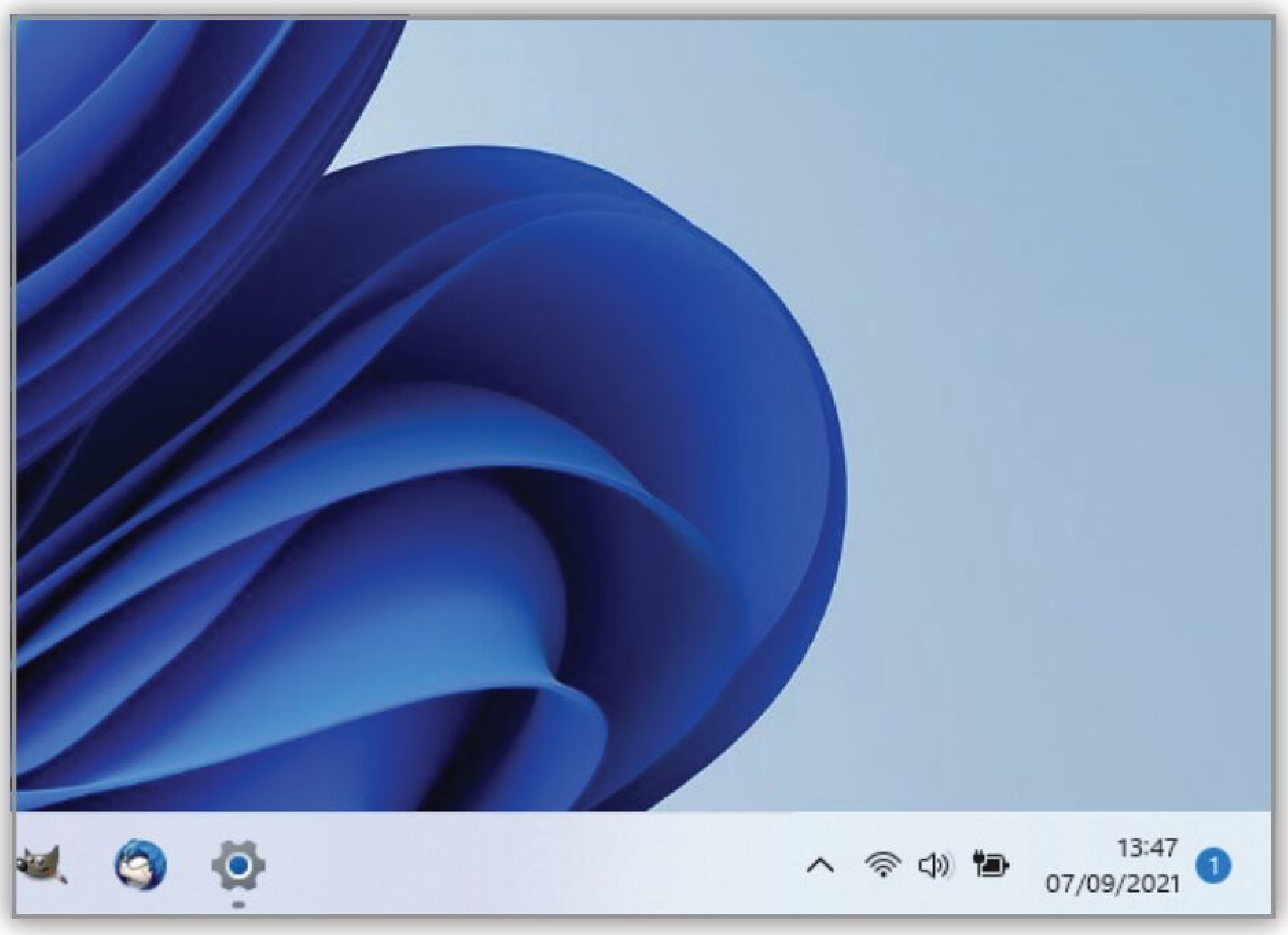
Step 1 New notifications and alerts will pop up at the bottom-right corner of the screen (by default, but you can change the notification settings), disappearing after a few seconds. After the initial pop-up has disappeared, you can view all current notifications by clicking on the time/date in the taskbar.


Calendar

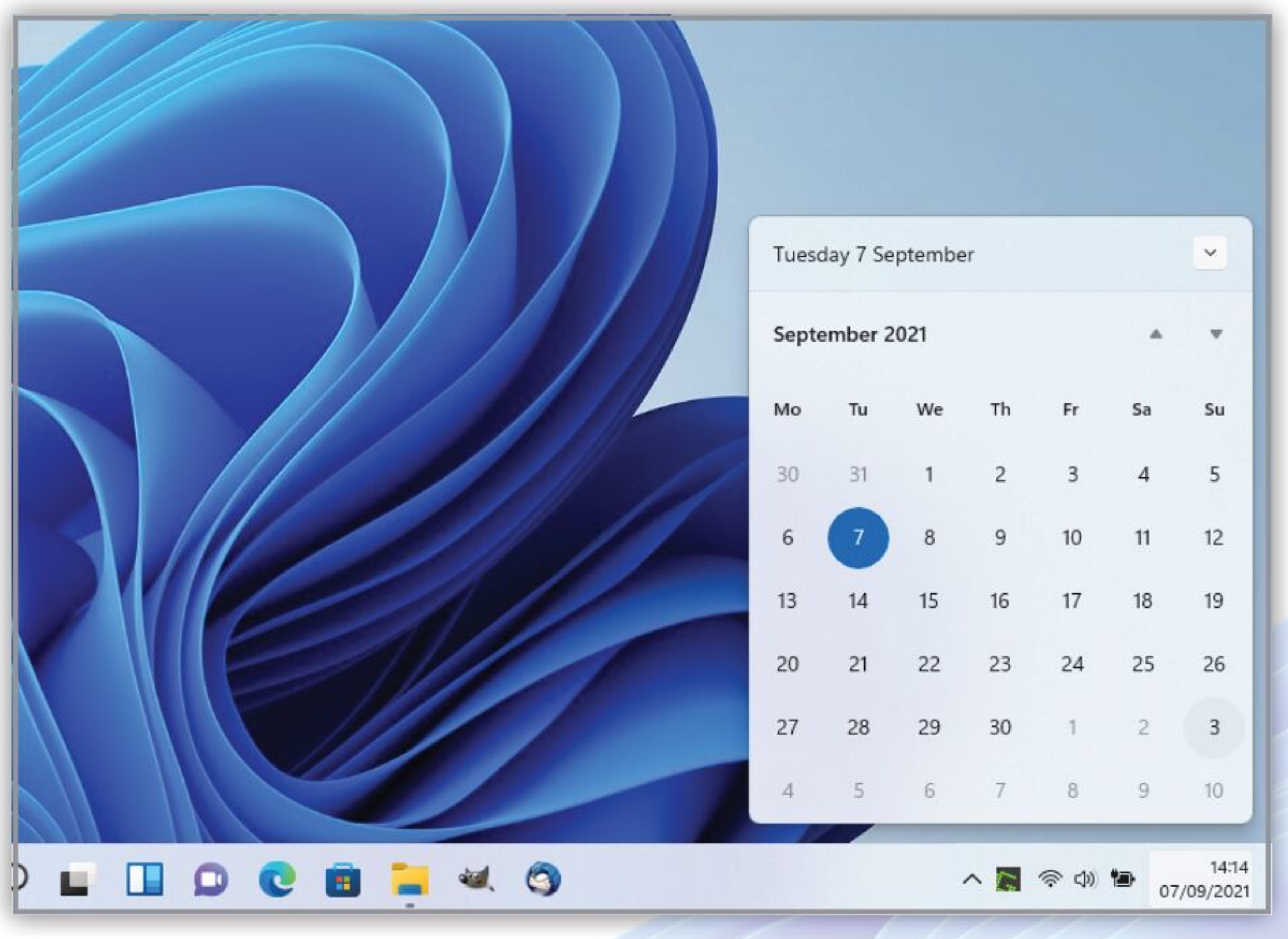
Iben's Birthday
All day event, 07 September 2021

Snooze for
5 minutes

Step 2 You can see if there are new notifications waiting to be viewed by the badge that will appear on the corner of the time/date in the taskbar. You can turn off these badges in the settings, but they are a useful and unobtrusive way to see, at a glance, if you have something requiring your attention.



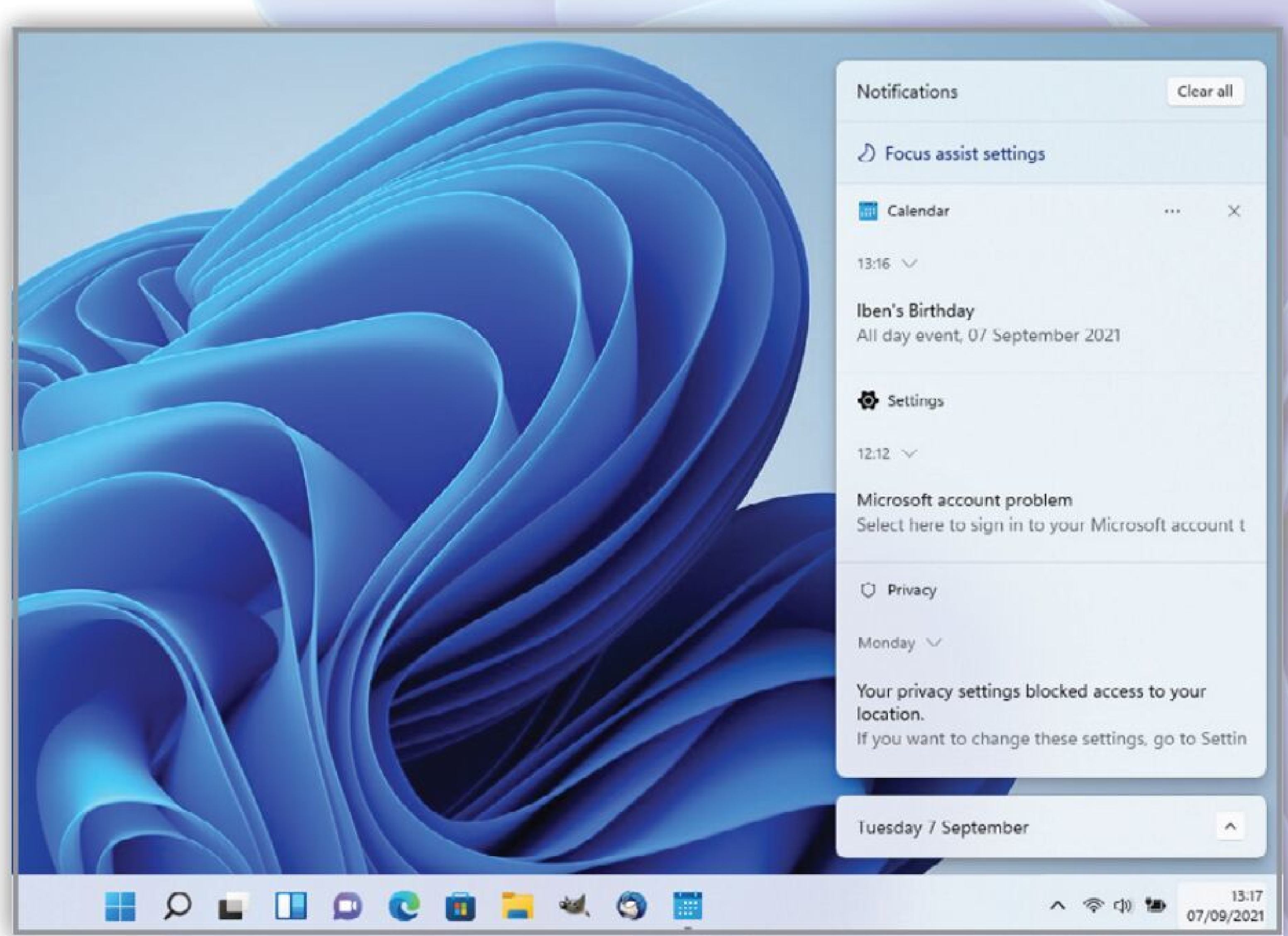
Step 3 Unlike Windows 10, the Notification Center (which was called the Action Center previously) only contains notifications and alerts, not quick settings. It does include the calendar now, which is expanded by clicking the arrow next to the date at the bottom of the notification panel.


Tuesday 7 September

September 2021

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Step 4 Above the calendar section is your notification panel. Notifications can be from the system (Windows updates for example), from your calendar, from apps and even from settings that need to be managed. Notifications are sorted into sections within the notifications panel; based on their type.


Notifications

Focus assist settings

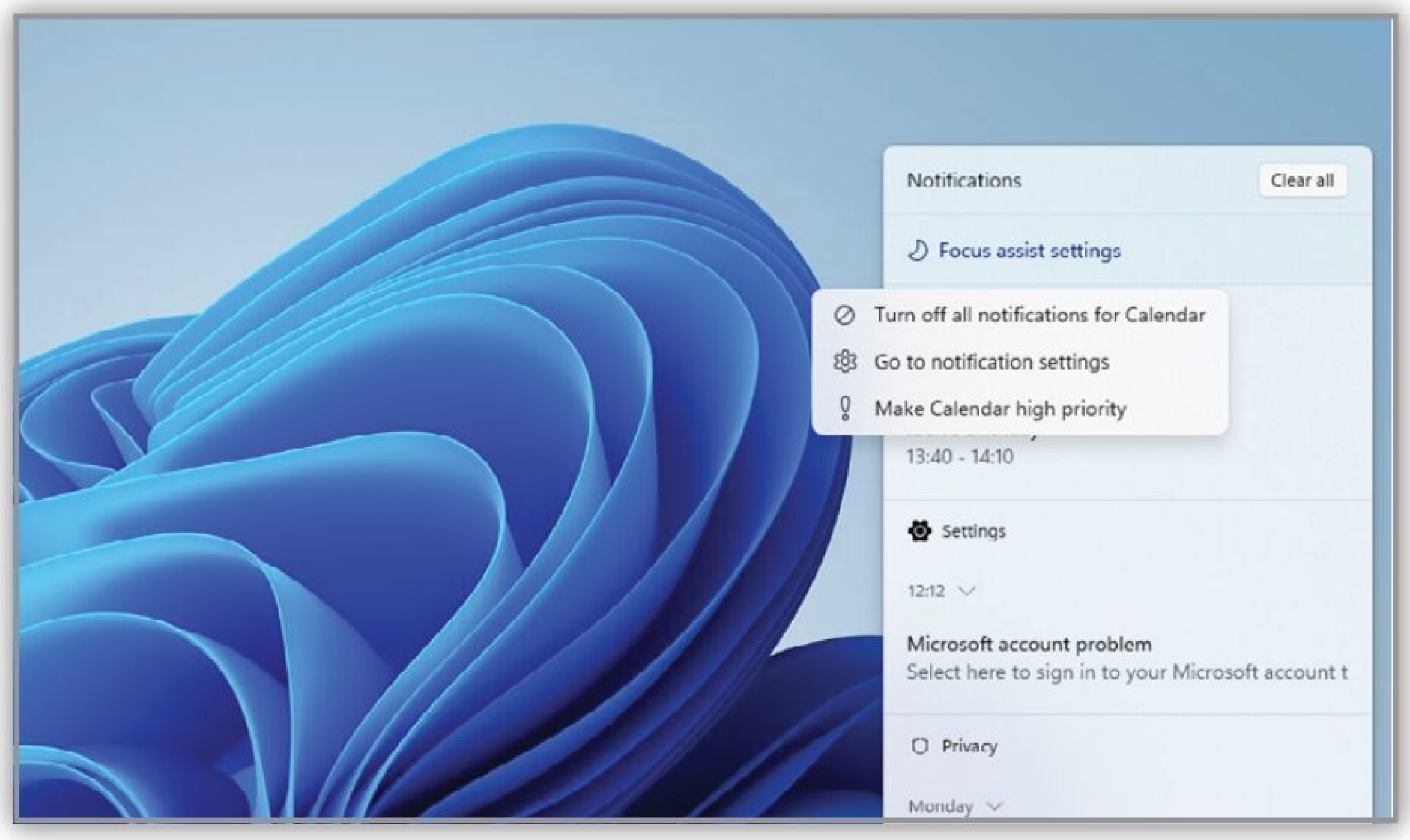
Calendar
13:16
Iben's Birthday
All day event, 07 September 2021

Settings
12:12
Microsoft account problem
Select here to sign in to your Microsoft account t

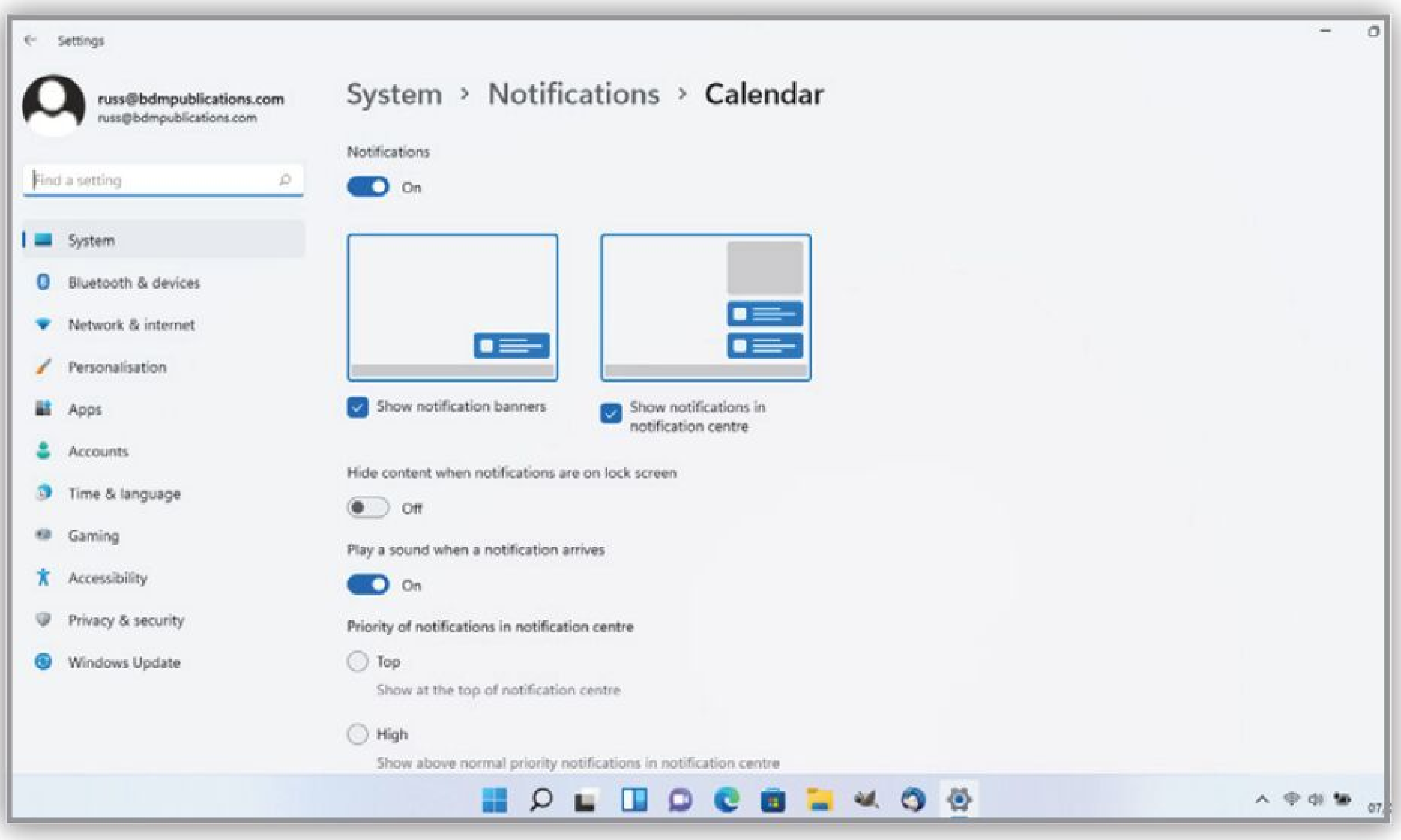
Privacy
Monday
Your privacy settings blocked access to your location.
If you want to change these settings, go to Settin

Tuesday 7 September

Step 5 At the top of the Notifications panel is a button to clear all notifications. You can clear notifications individually by hovering the pointer over them and clicking the X. You can also click the menu button on each notification to see some notification settings, such as setting similar messages as a priority.


Notifications
Clear all
Focus assist settings
Turn off all notifications for Calendar
Go to notification settings
Make Calendar high priority
13:40 - 14:10
Settings
12:12
Microsoft account problem
Select here to sign in to your Microsoft account t
Privacy
Monday

Step 6 To manage your notification display settings, go to Settings > System > Notifications. Here you can choose the apps/features which can send you notifications, using the slider switches. Click the name of the app to see further settings, such as whether a sound is played, and the priority level.


Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

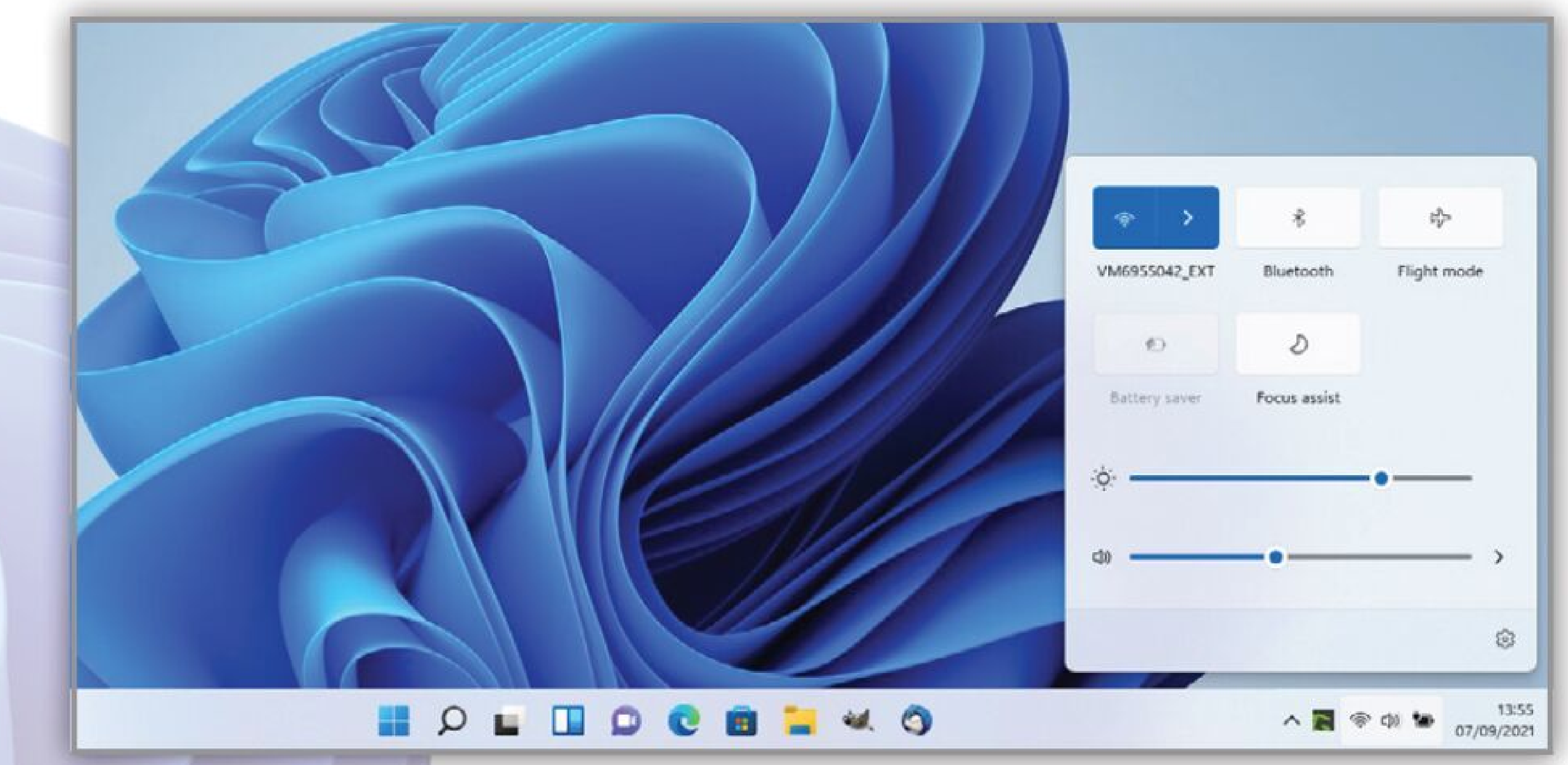
System › Notifications › Calendar

Notifications
On
☑ Show notification banners
☑ Show notifications in notification centre
Hide content when notifications are on lock screen
Off
Play a sound when a notification arrives
On
Priority of notifications in notification centre
○ Top
Show at the top of notification centre
○ High
Show above normal priority notifications in notification centre

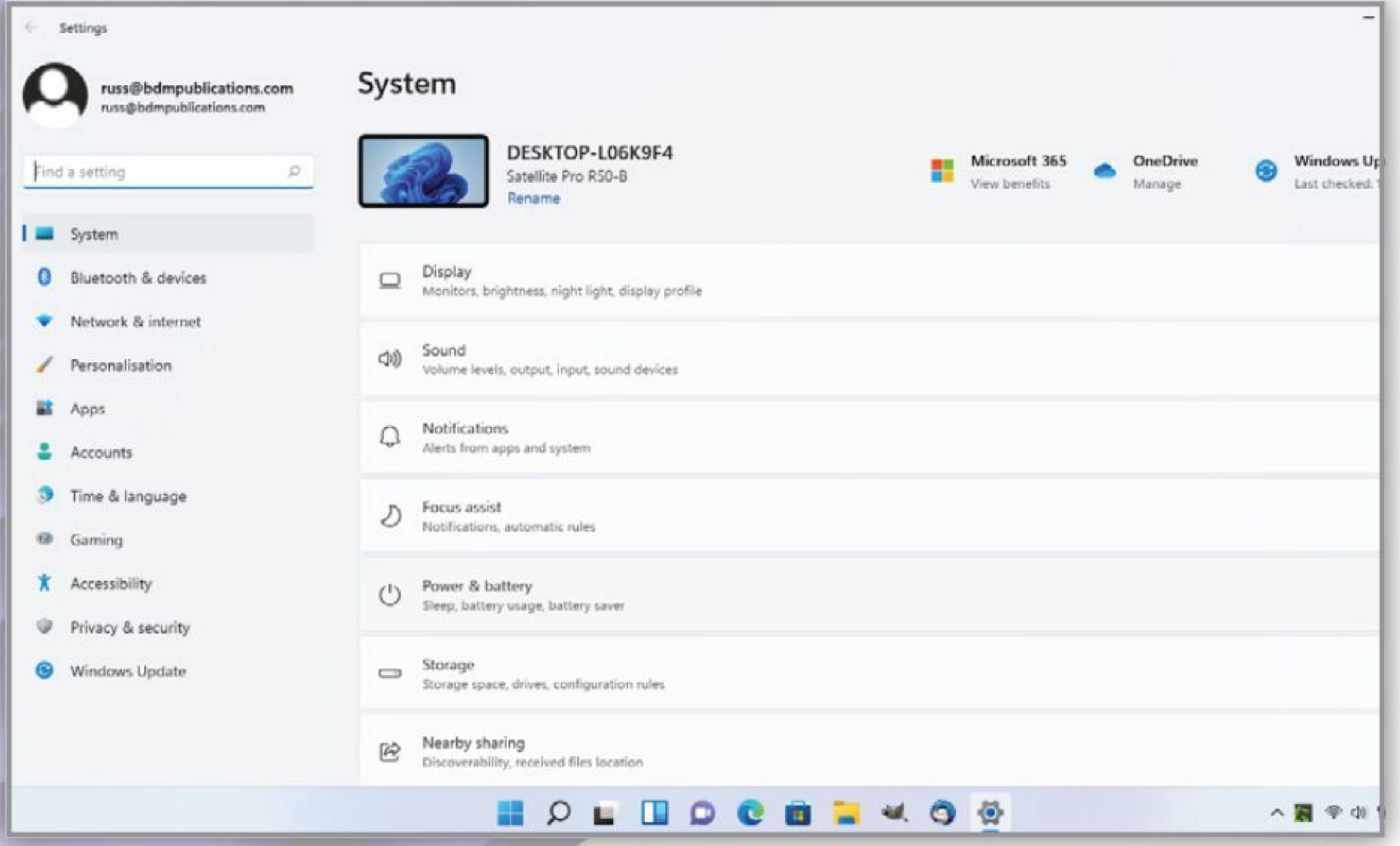
Quick Settings Panel

Unlike in the previous version of Windows, Windows 11 separates the quick settings panel from the Notification Center.

Step 1 To access the quick settings panel in Windows 11, press Windows Key + a. The panel will appear in the same position on screen as the Notification Center. By default the panel contains buttons to quickly enable/disable Wi-Fi, Bluetooth, Flight Mode, Battery Saver (if using a laptop) and Focus Assist.

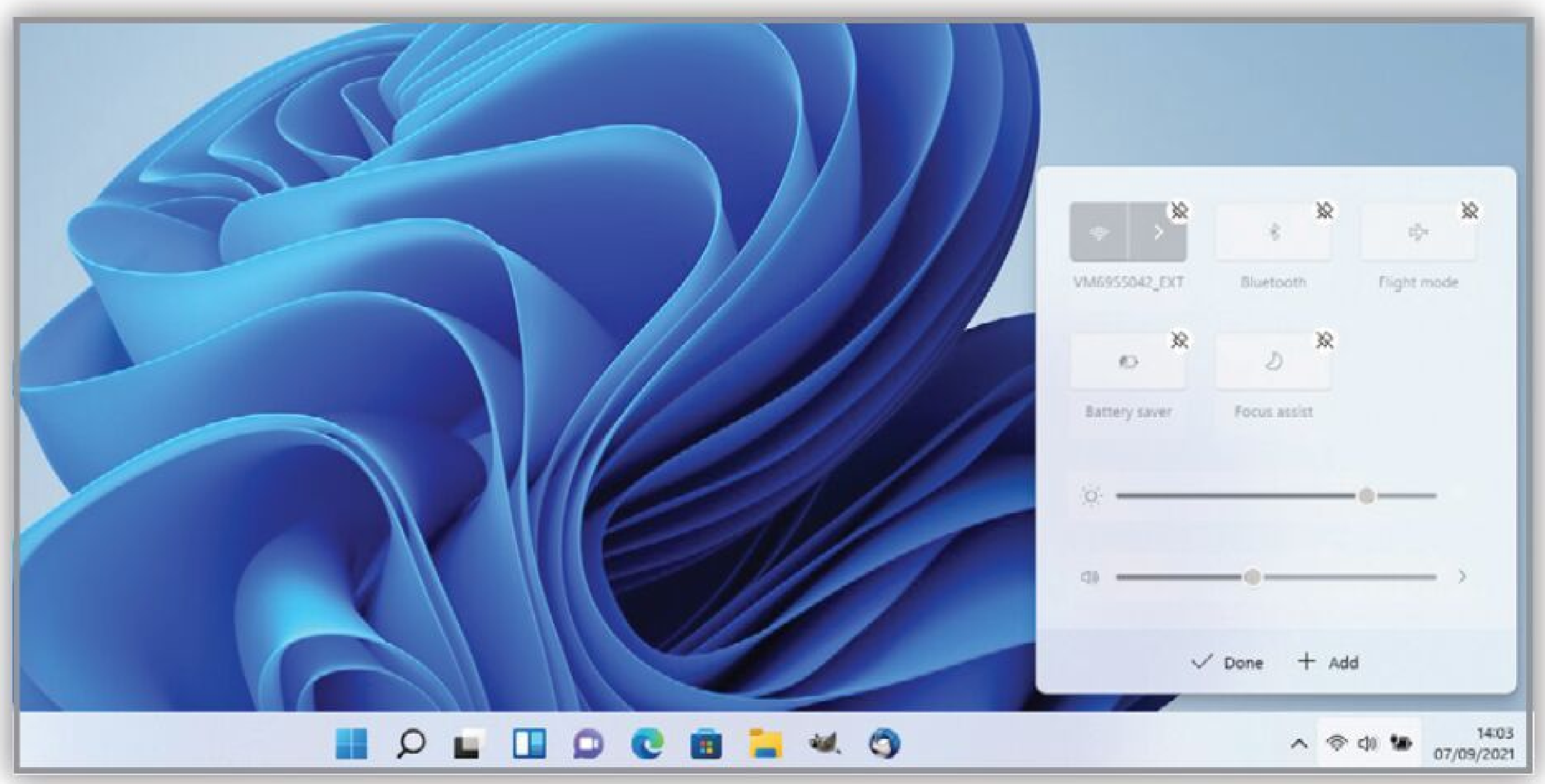


Step 2 There are also sliders to control screen brightness and system volume. The exact settings that appear in the quick settings panel will vary, depending on if you are using a desktop or a laptop computer. At the bottom of the panel is a button to open the main Windows 11 settings app.

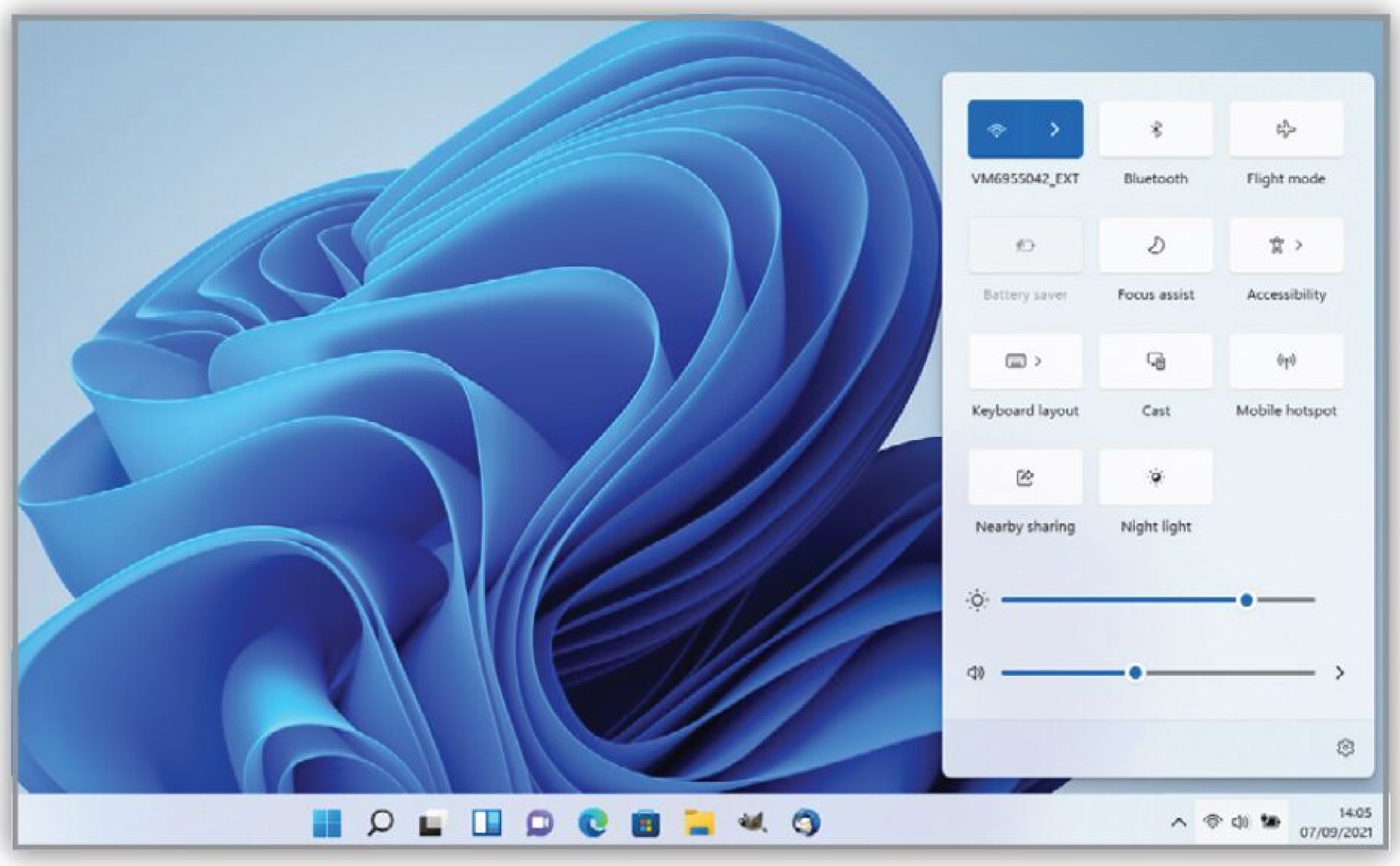

Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Microsoft 365
View benefits
OneDrive
Manage
Windows Up
Last checked:
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system
Focus assist
Notifications, automatic rules
Power & battery
Sleep, battery usage, battery saver
Storage
Storage space, drives, configuration rules
Nearby sharing
Discoverability, received files location

Step 3 Right-click anywhere on the Quick Settings panel to see a link to "Edit quick settings". Click this and the buttons will be greyed out, and unpin icons will appear on each. Click these to remove a button from the panel. You can also click the + button at the bottom to add other quick settings buttons.



Step 4 Some of the quick settings buttons will have an arrow on the button. Clicking these buttons will open a new panel, with further options for that particular feature. For example, the Wi-Fi button will open a list of available networks, and Keyboard Layout will open a list of the different layouts available.



How to Use the Taskbar

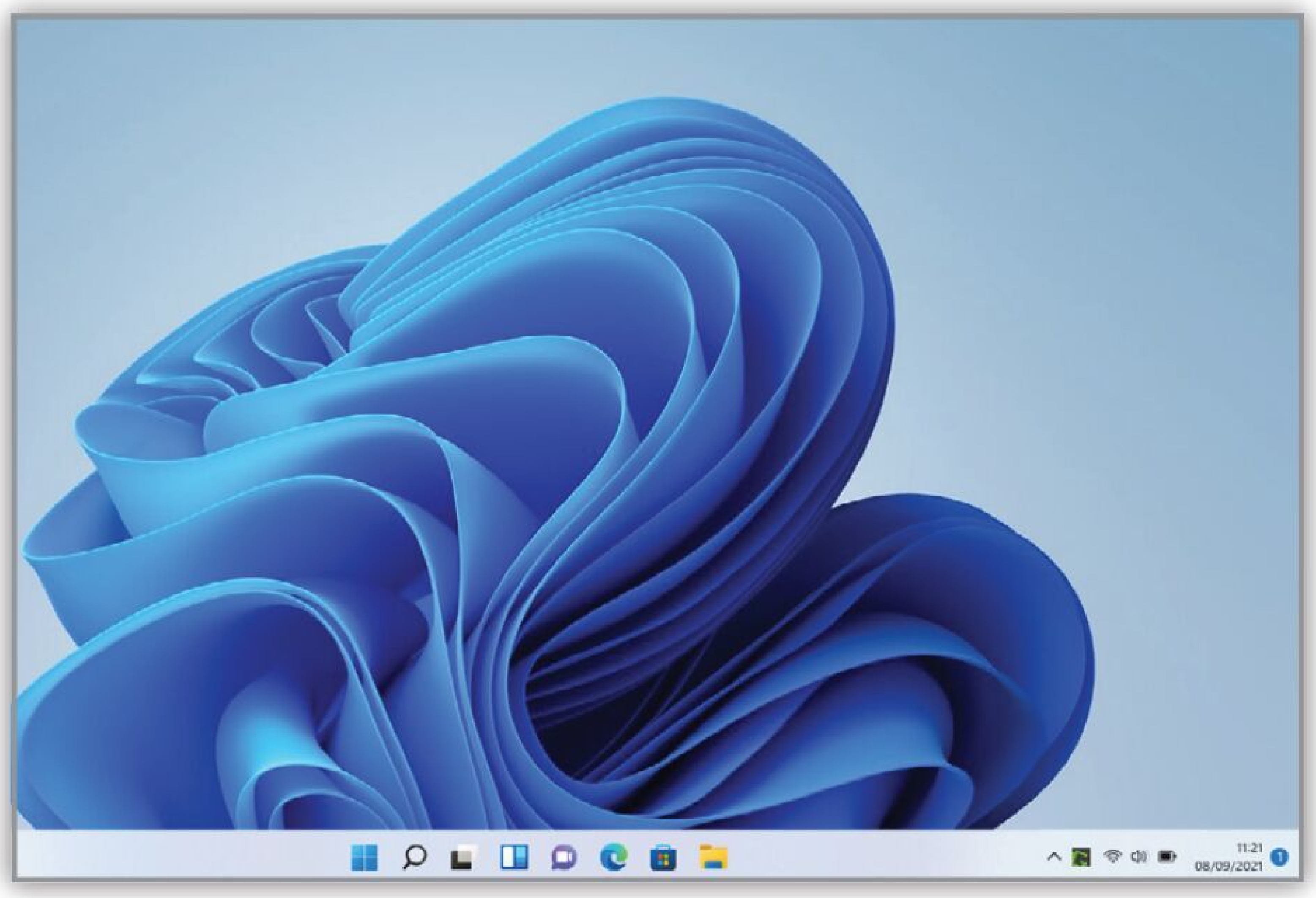
If you are moving from Windows 10 to Windows 11, the taskbar will likely be the first and most obvious change you notice. The taskbar has always been a useful tool, but in Windows 11 it becomes the real focus of the desktop and contains even more features and tools.

Mastering the Windows 11 Taskbar

The taskbar has always been more useful than many users realise. In Windows 11 the emphasis has shifted much more towards a simplified, but still powerful, selection of pinned tools/apps.

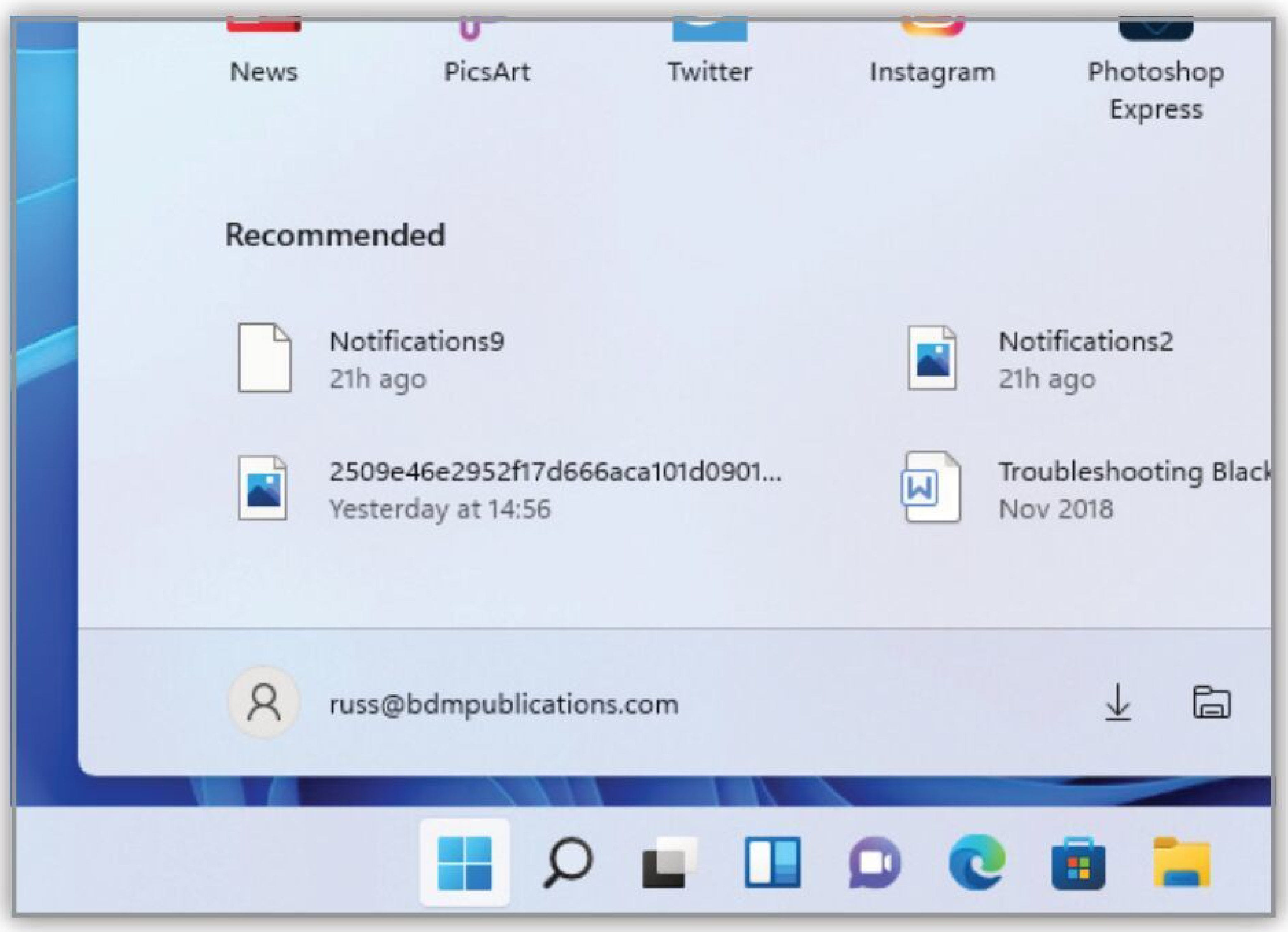
Taskbar Layout

The taskbar runs the full length of the bottom of the screen, and is now divided into two main sections: Start Menu/Pinned App and System Tools. In Windows 11 the taskbar app icons are arranged in the centre of the taskbar (although this can be changed), with system tools on the right.


11:21
08/09/2021

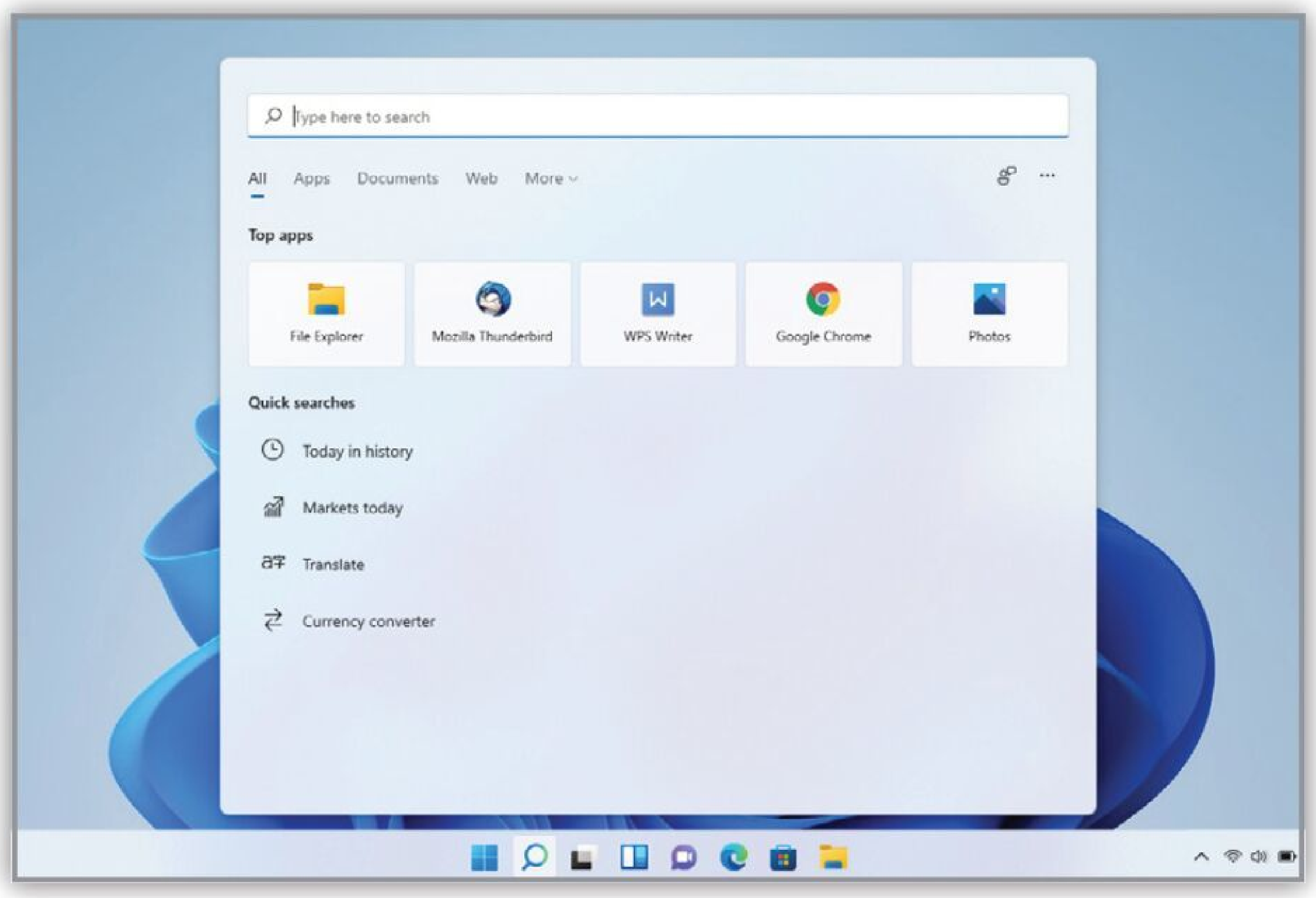
Start Menu

The first icon in the row of taskbar icons is the Start menu button. Clicking this opens the Start menu directly above the icons. You can right-click the Start menu button to see a jump menu of additional links and tools. These include a shortcut to shut down or sign out of your computer.


News
PicsArt
Twitter
Instagram
Photoshop Express
Recommended
Notifications9
21h ago
Notifications2
21h ago
2509e46e2952f17d666aca101d0901...
Yesterday at 14:56
Troubleshooting Black
Nov 2018
russ@bdmpublications.com

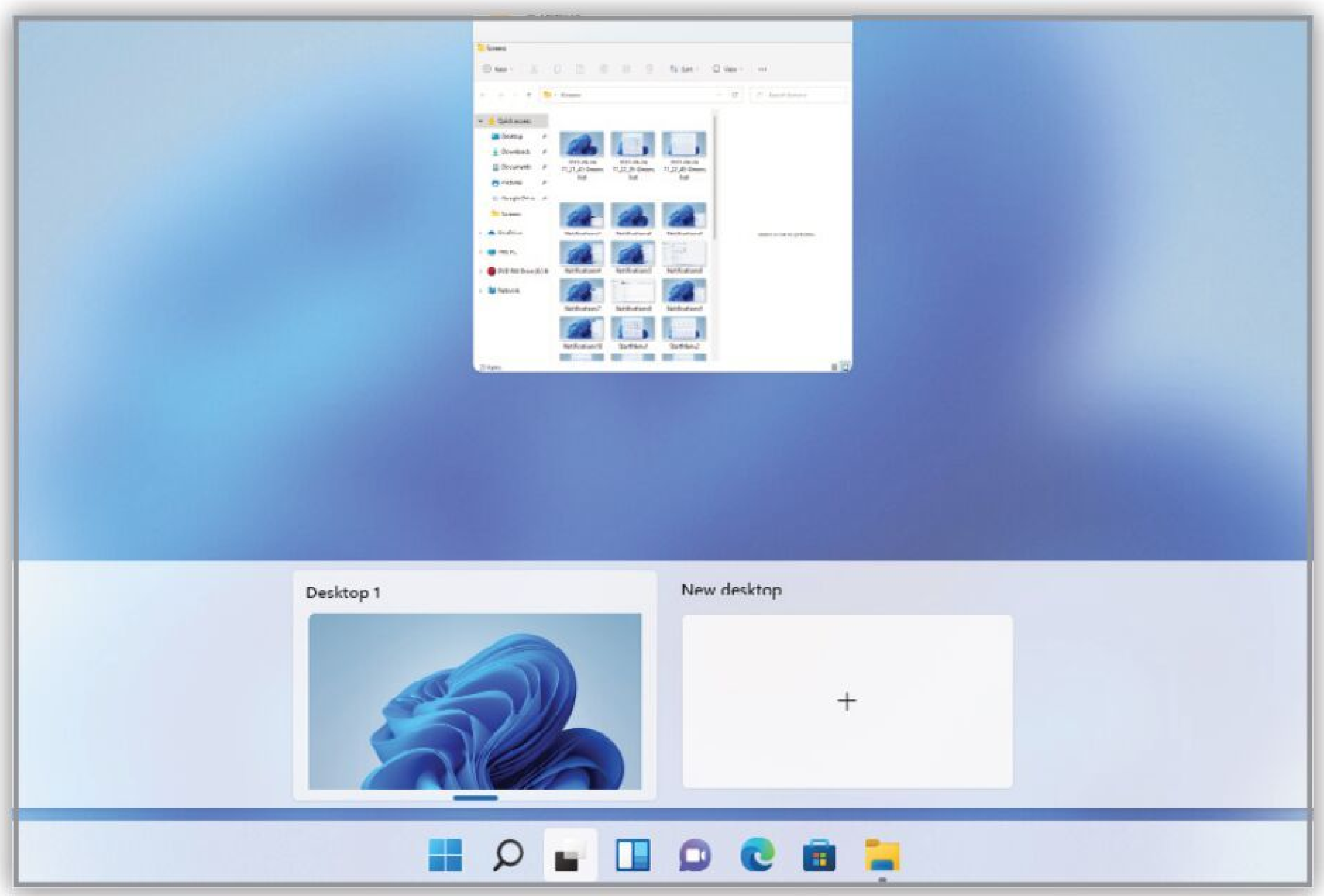
Search Tool

The embedded search field of Windows 10 is gone, replaced by a button (magnifying glass) that opens a new system search panel. This unified search allows you to not only search for things on your computer, but also in OneDrive and for results from websites. As you begin typing, search suggestions appear.


Type here to search
All
Apps
Documents
Web
More
Top apps
File Explorer
Mozilla Thunderbird
WPS Writer
Google Chrome
Photos
Quick searches
Today in history
Markets today
Translate
Currency converter

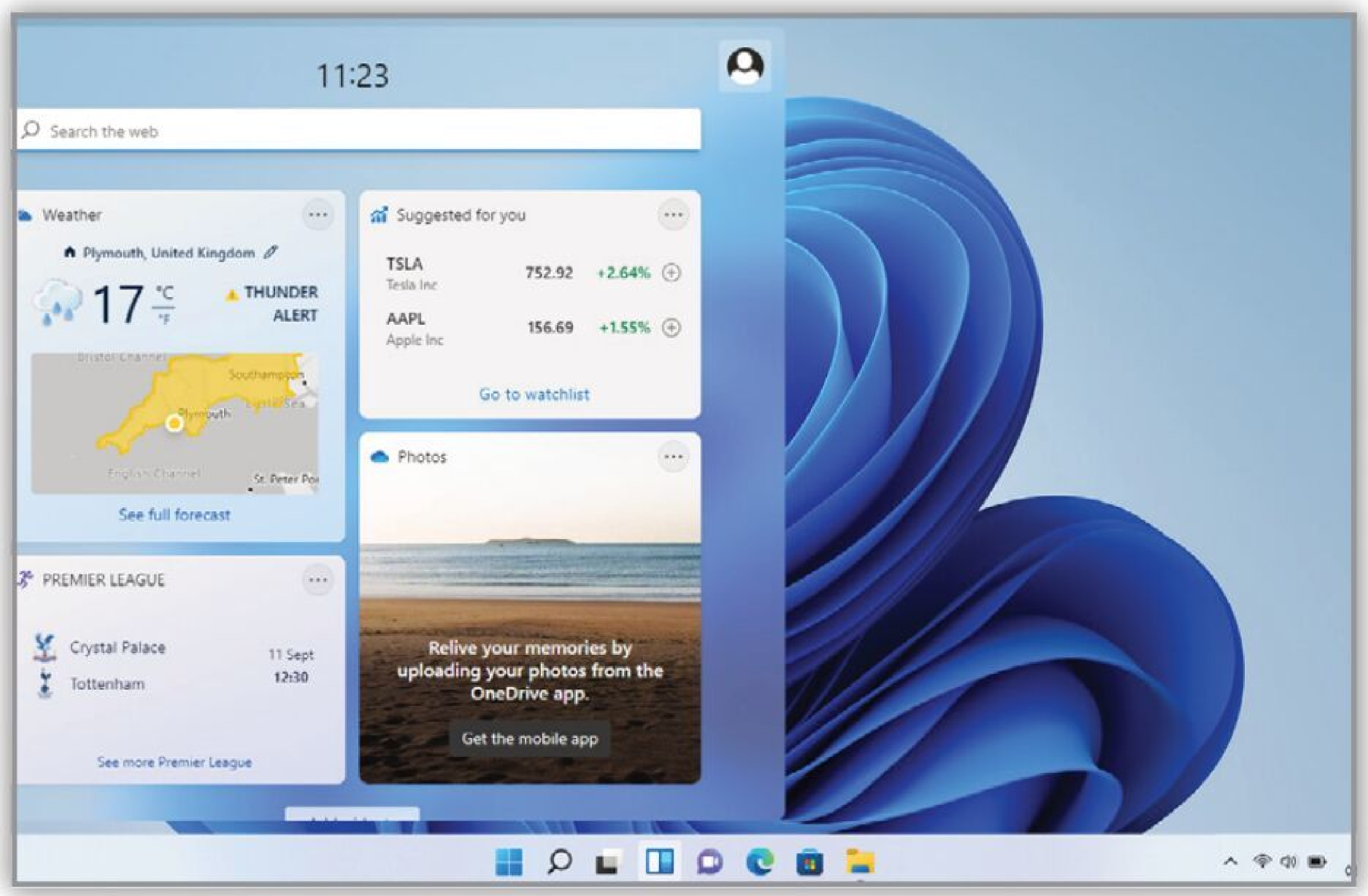
Task View

The third button in the row of taskbar icons opens Task View. Task View is not a new feature to Windows, but it has been slightly changed and streamlined for this version. Task View allows you to quickly see every app and window you have open, switch between them and even create new desktops.


Desktop 1
New desktop

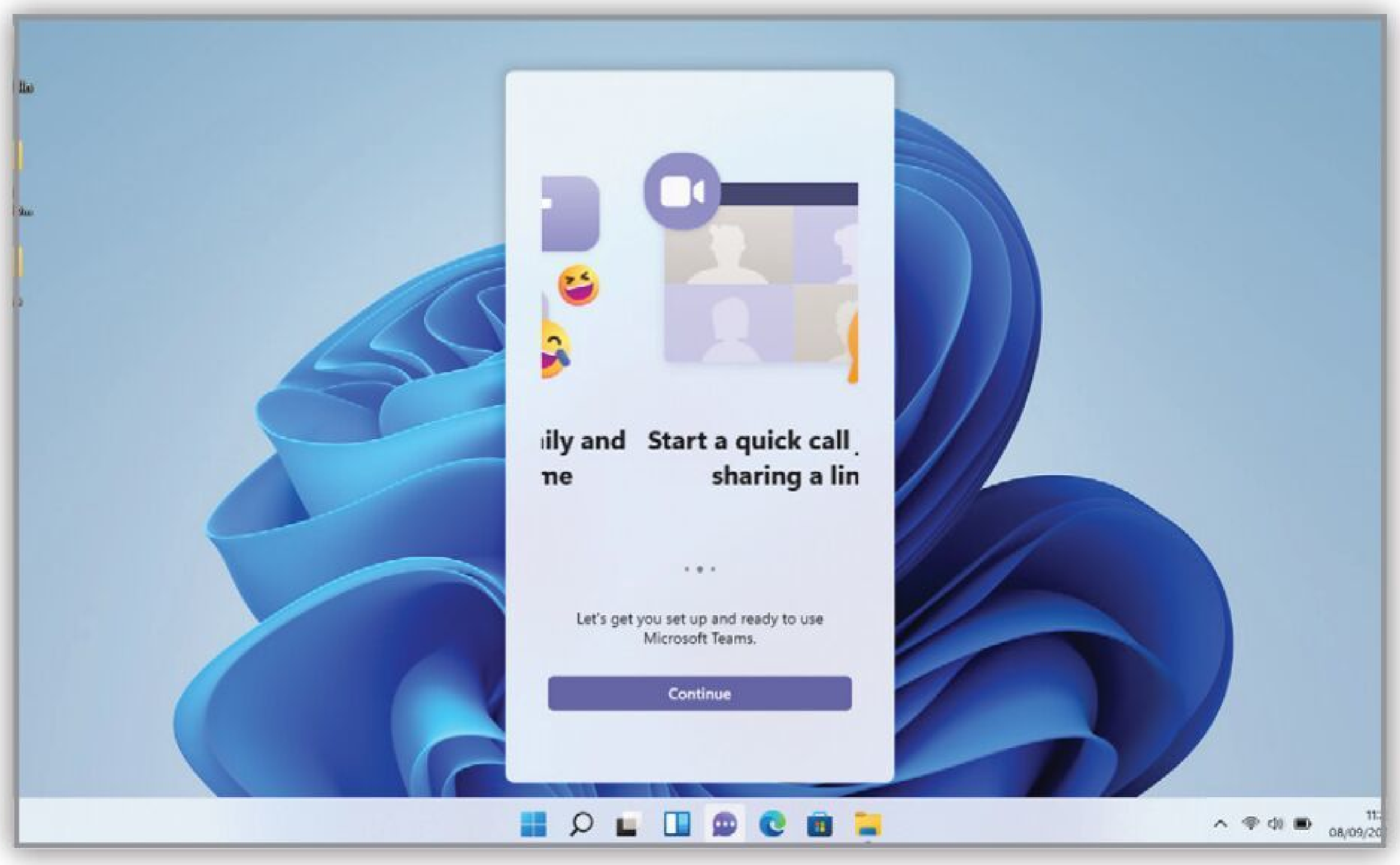
Widgets

The fourth default button opens the Widget panel, on the left side of the screen. The widget panel can be customised to suit your needs with information such as weather, photos, stock prices, sports results and news stories. As Windows 11 develops, it is likely even more functionality will be added.


11:23
Search the web
Weather
Plymouth, United Kingdom
17 °C °F
THUNDER ALERT
See full forecast
Suggested for you
TSLA
Tesla Inc
752.92
+2.64%
AAPL
Apple Inc
156.69
+1.55%
Go to watchlist
Photos
Relive your memories by uploading your photos from the OneDrive app.
Get the mobile app
PREMIER LEAGUE
Crystal Palace
Tottenham
11 Sept
12:30
See more Premier League

Microsoft Teams

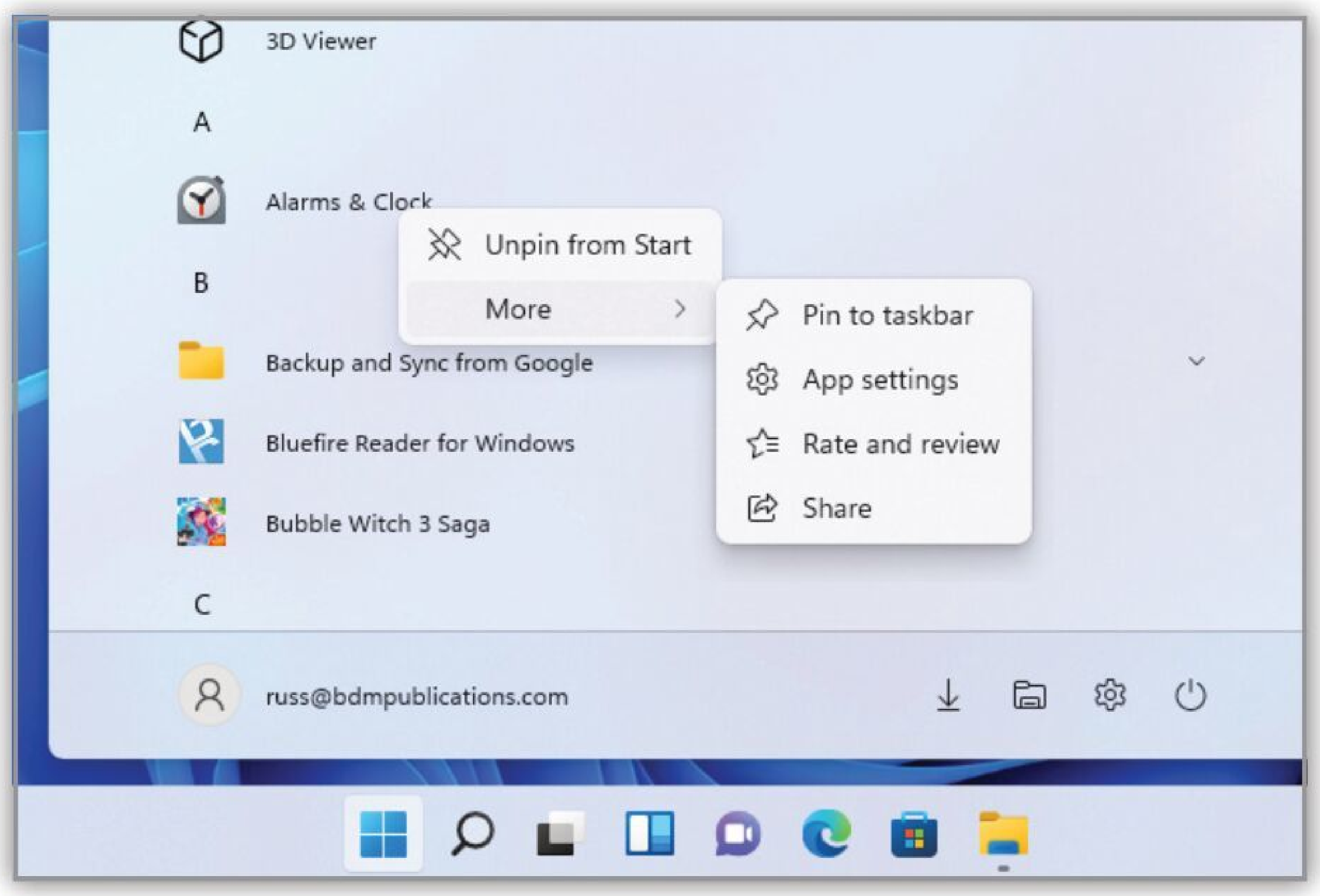
The huge recent rise of remote working and video meetings goes some way to explain why Microsoft have embedded Teams as part of Windows 11. Once you are set up and signed into your Teams account, clicking this button will open the start/join meeting interface.


Start a quick call
sharing a lin
Continue

Let's get you set up and ready to use Microsoft Teams.

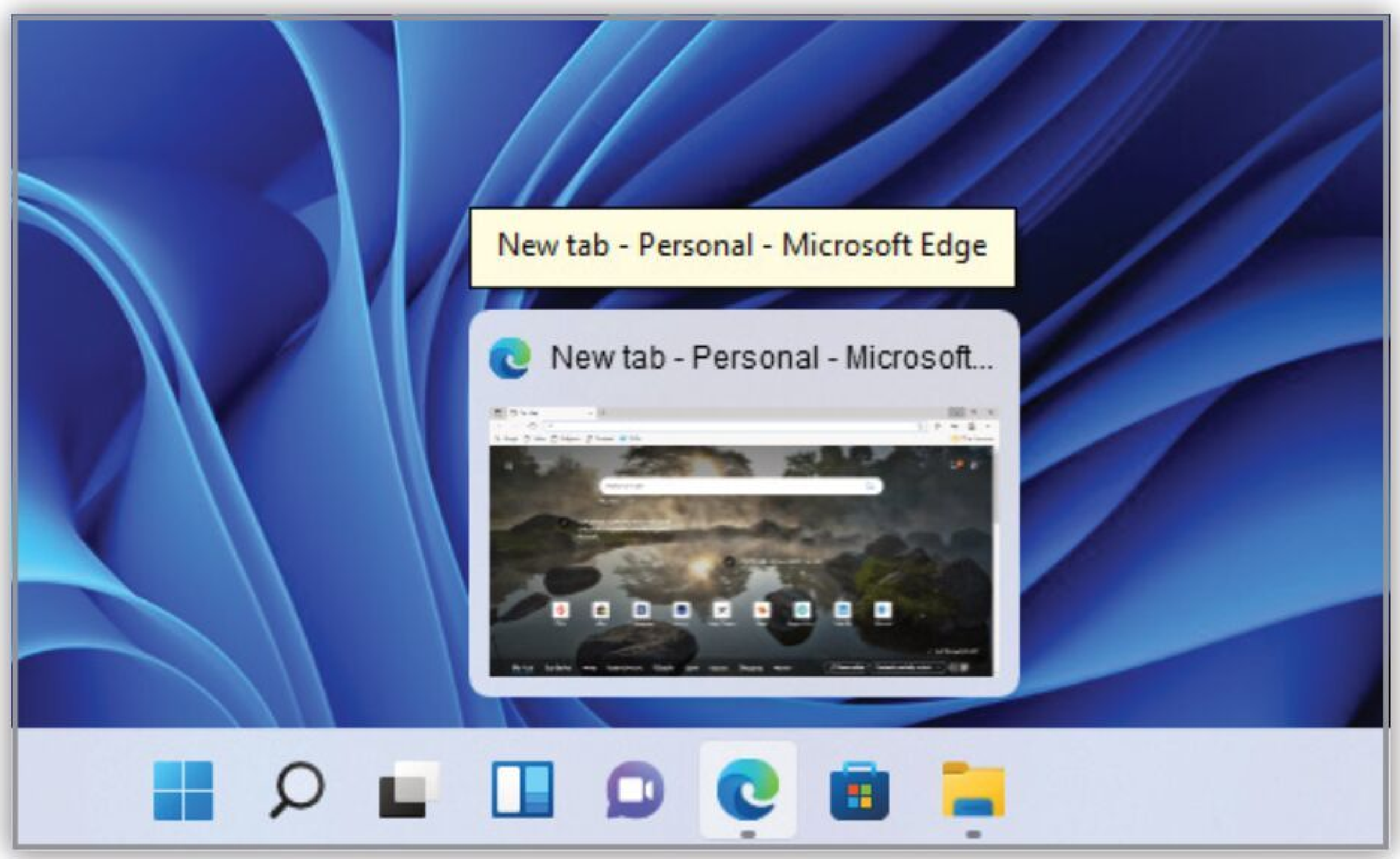
Pinning Apps

A few other apps and other software will be pinned to the taskbar when you first use your Windows 11 PC. You can add several more as and when you choose. To pin compatible apps, right-click on the app icon anywhere you see it (Start menu for example), and then click Pin to Taskbar.


3D Viewer
A
Alarms & Clock
Unpin from Start
More
Pin to taskbar
App settings
Rate and review
Share
B
Backup and Sync from Google
Bluefire Reader for Windows
Bubble Witch 3 Saga
C
russ@bdmpublications.com

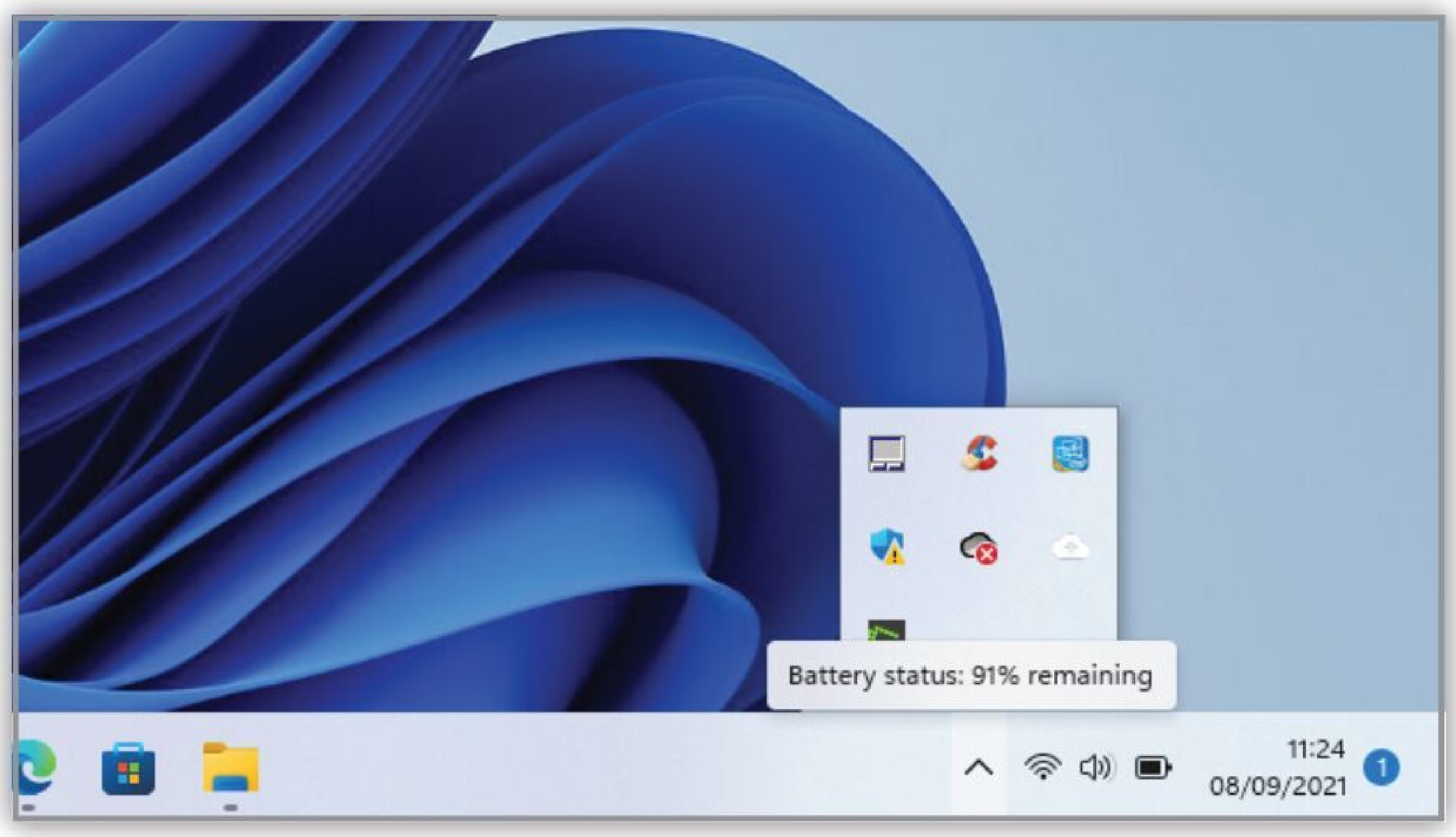
Peek

Hovering over any open app icon in the Taskbar brings up a Peek preview of the window. If a movie is playing, for example, you will see it playing here too. If you mouse over the preview, the actual app or window will pop up on screen. You will also see an X to close the window, without actually selecting it.


New tab - Personal - Microsoft Edge
New tab - Personal - Microsoft...

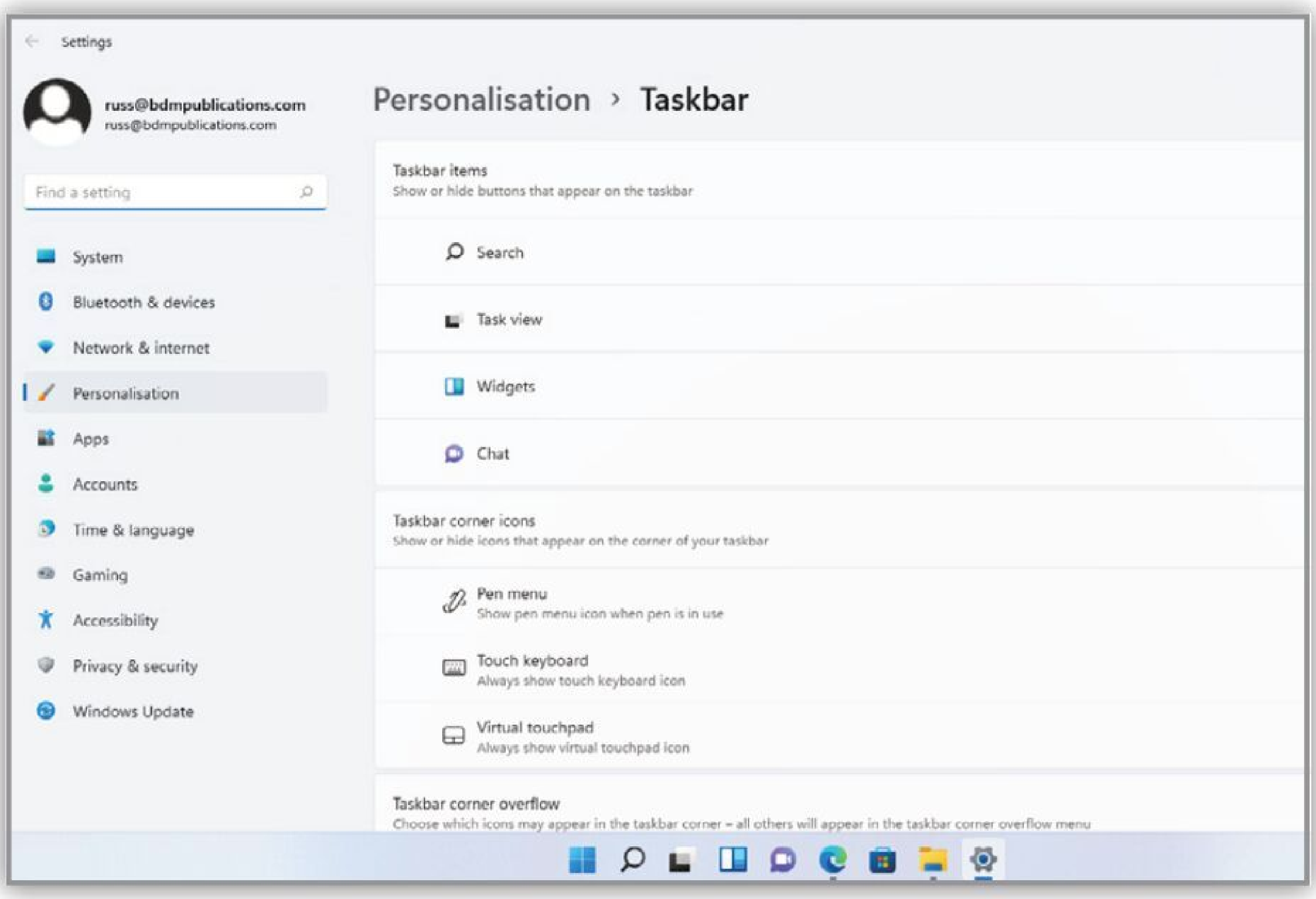
System Tools

The right-hand side of the taskbar is reserved for the system tools, the time and date (which opens the Notification Center upon a click) and the Show Desktop button. The system tools will vary depending on your computer, but may include battery status, Wi-Fi status, Sound and OneDrive.


Battery status: 91% remaining
11:24
08/09/2021
1

Taskbar Settings

You have quite a lot of free reign when it comes to which apps you have showing in the taskbar. Open Settings > Personalisation > Taskbar. Here you can use the slider switches to enable or disable the default apps that appear. You can also change the alignment of the pinned apps back to the left.



Settings

russ@bdmpublications.com
russ@bdmpublications.com

Find a setting

- System
- Bluetooth & devices
- Network & internet
- Personalisation
- Apps
- Accounts
- Time & language
- Gaming
- Accessibility
- Privacy & security
- Windows Update

Personalisation › Taskbar

Taskbar items
Show or hide buttons that appear on the taskbar

- Search
- Task view
- Widgets
- Chat

Taskbar corner icons
Show or hide icons that appear on the corner of your taskbar

- Pen menu
  Show pen menu icon when pen is in use
- Touch keyboard
  Always show touch keyboard icon
- Virtual touchpad
  Always show virtual touchpad icon

Taskbar corner overflow
Choose which icons may appear in the taskbar corner – all others will appear in the taskbar corner overflow menu

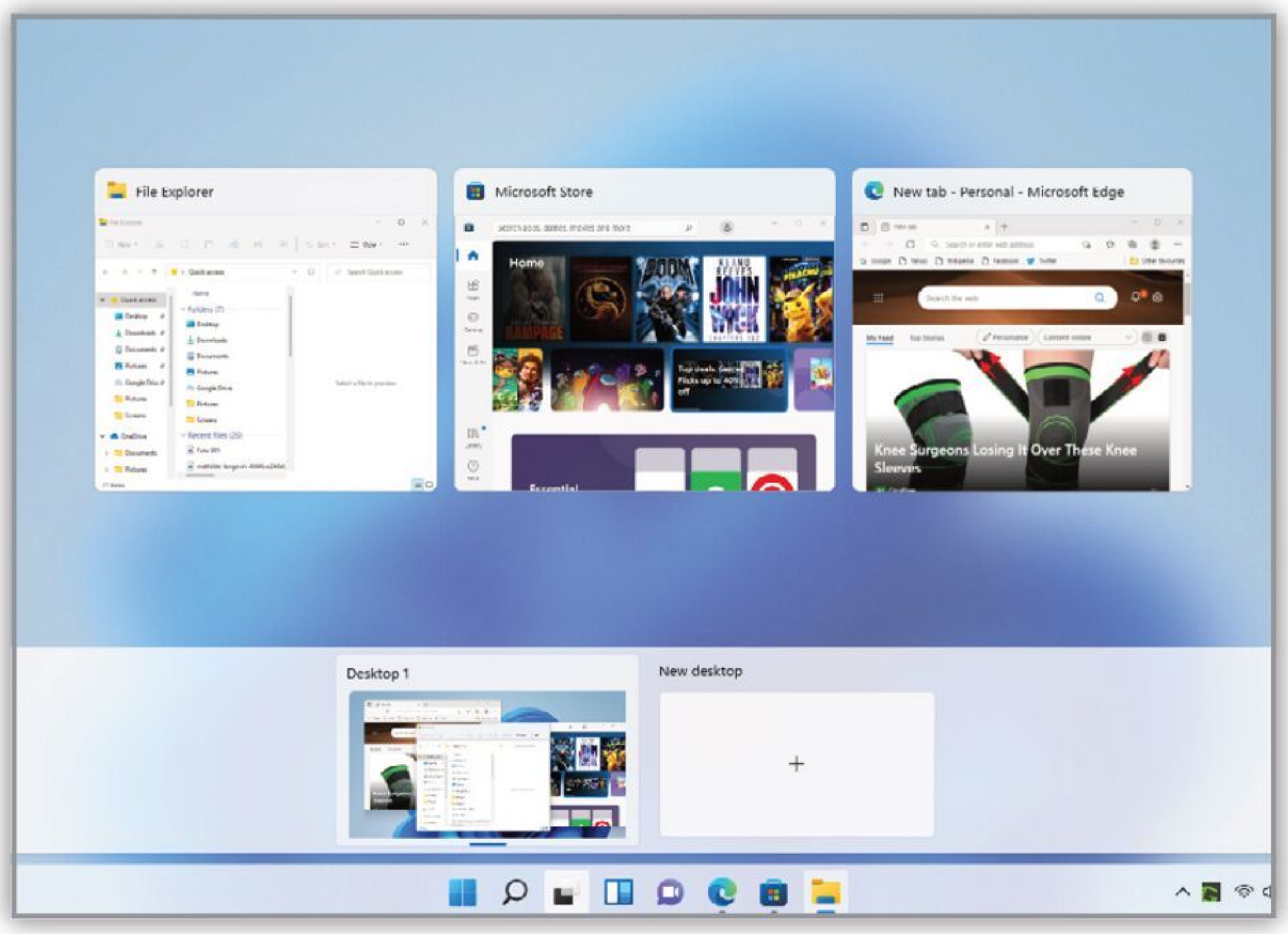
Using Task View and Multiple Desktops

Task View was introduced properly in Windows 10, as a way to make multi-tasking easier and allowing the creation of extra desktop areas. In Windows 11 it's even easier to instantly check and switch to open windows; and to create and manage multiple desktops.

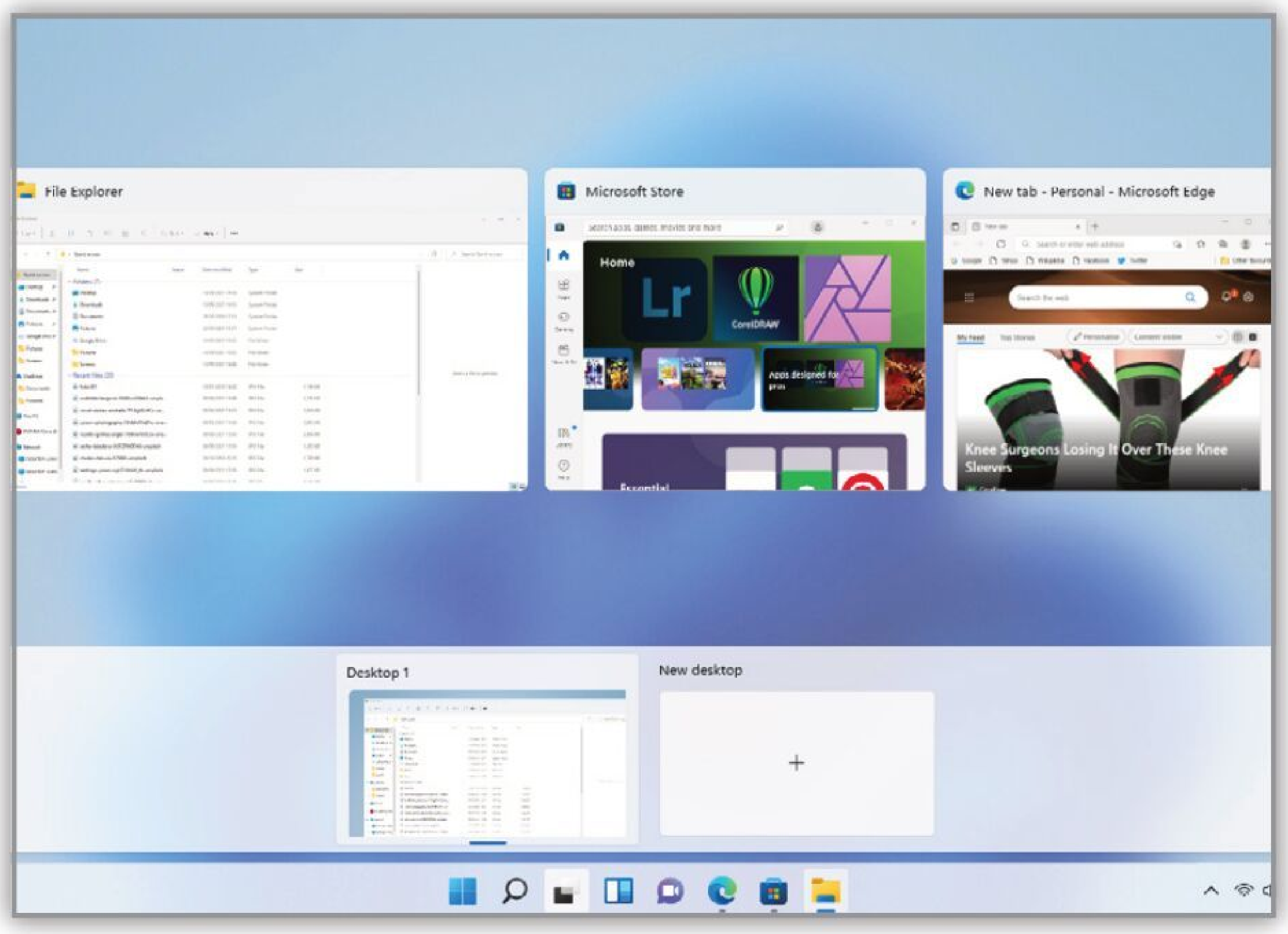
Using Task View

Task View is a quick way to view and manage all of the windows and apps open on your PC at any given moment, even those that are minimised.

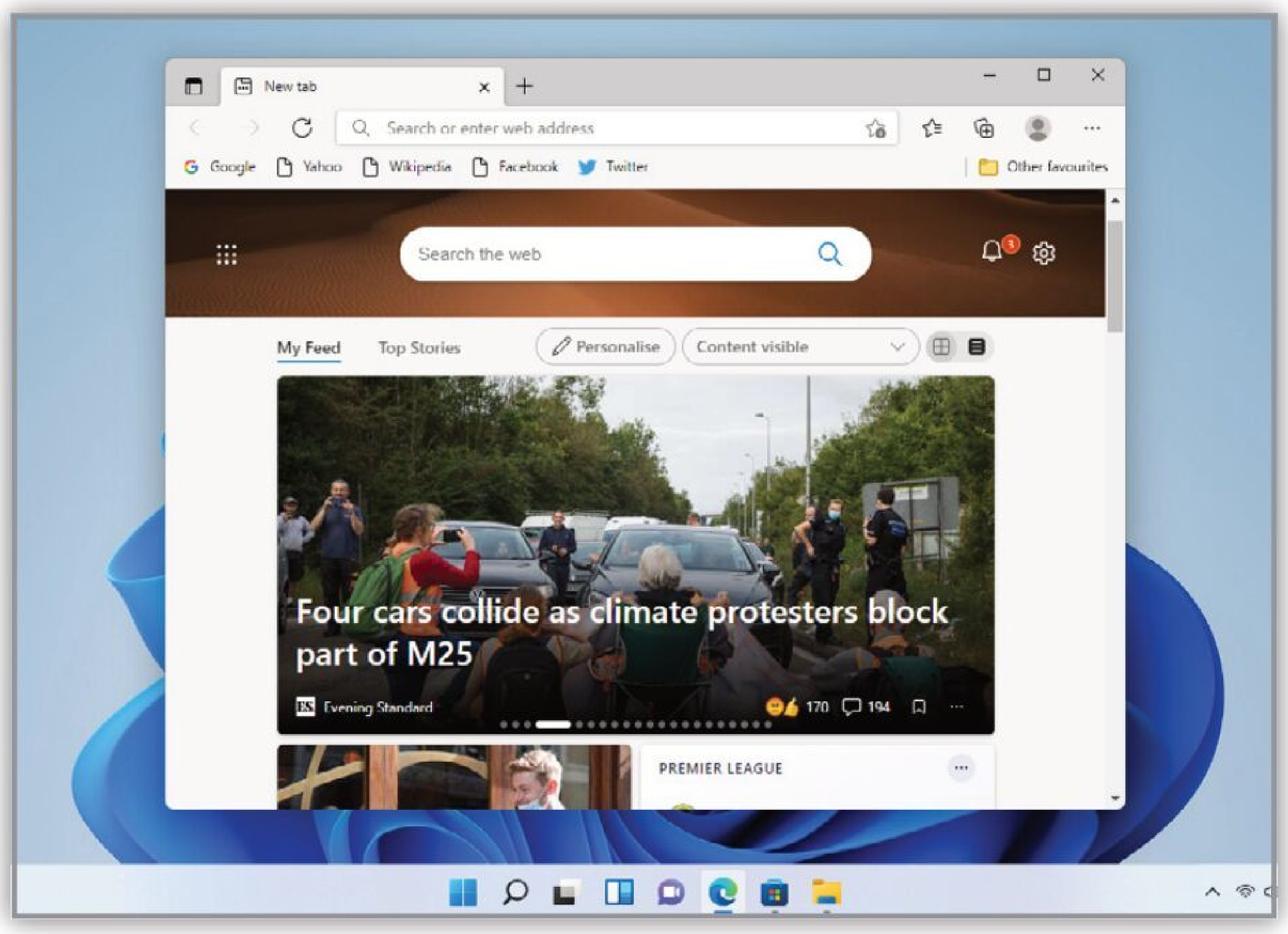
Step 1 Task View is accessed by clicking the third icon in the taskbar; the white square on the black square. The Task View screen is split into two sections: Open tasks and desktops. Any apps or windows you have open, even if they are currently minimised, will be displayed in the open tasks panel.


File Explorer
Microsoft Store
New tab - Personal - Microsoft Edge
Desktop 1
New desktop
+

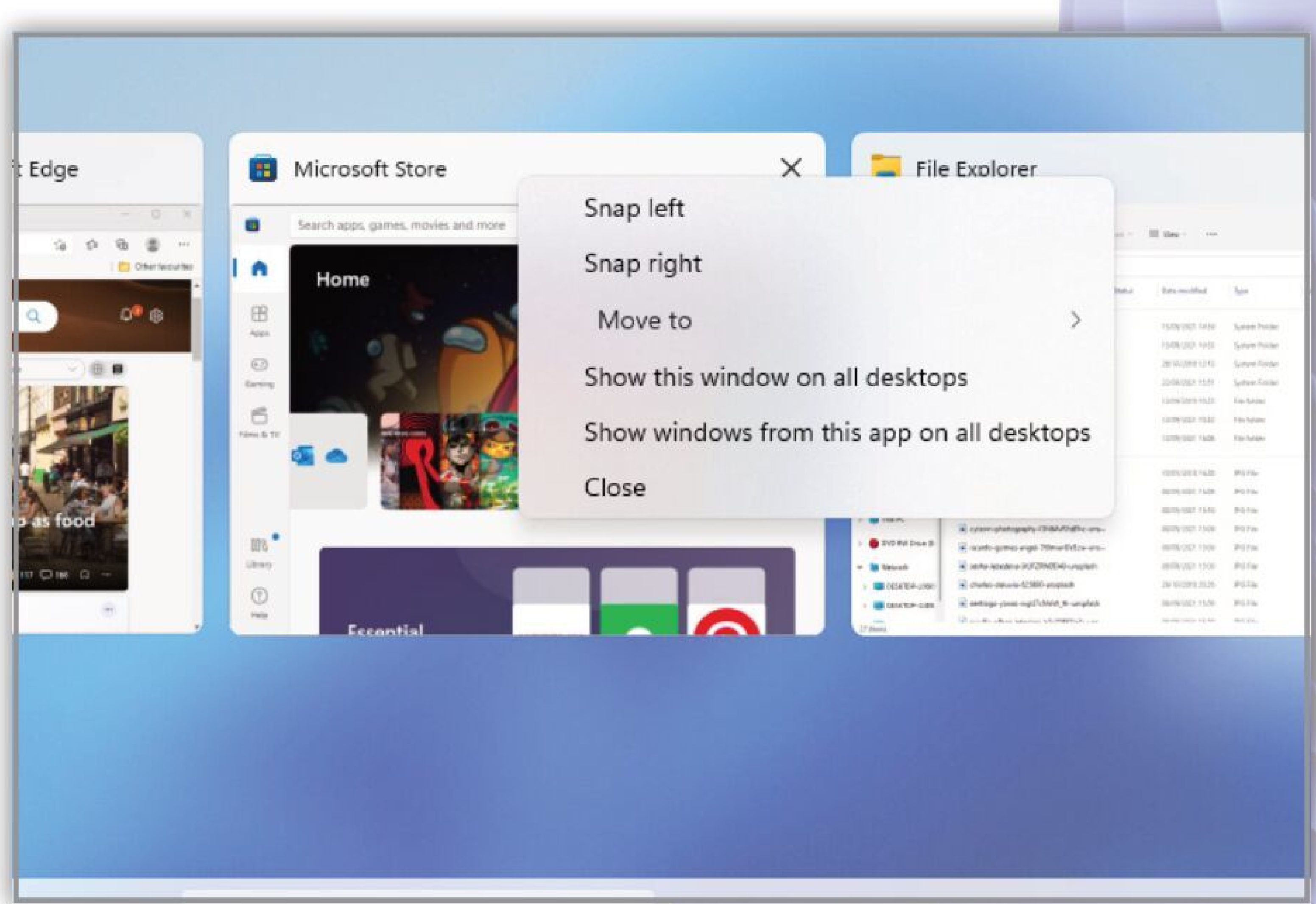
Step 2 The size and shape of the windows shown in Task View depend on the size and shape of the actual window. For example, if you have Microsoft Edge open at full screen, it will be displayed as a wide rectangle in Task View. If you have a lot of windows open, the open tasks panel will be scrollable.


File Explorer
Microsoft Store
New tab - Personal - Microsoft Edge
Desktop 1
New desktop
+

Step 3 Click on any window or app in Task View to open it at full size on the desktop. It will appear in front of any windows you already had open and visible on the desktop. You can also close windows or apps directly from the Task view. Just hover the mouse over the window and click the X button.


New tab
Search or enter web address
Search the web
My Feed
Top Stories
Personalise
Content visible
Four cars collide as climate protesters block part of M25
Evening Standard
PREMIER LEAGUE

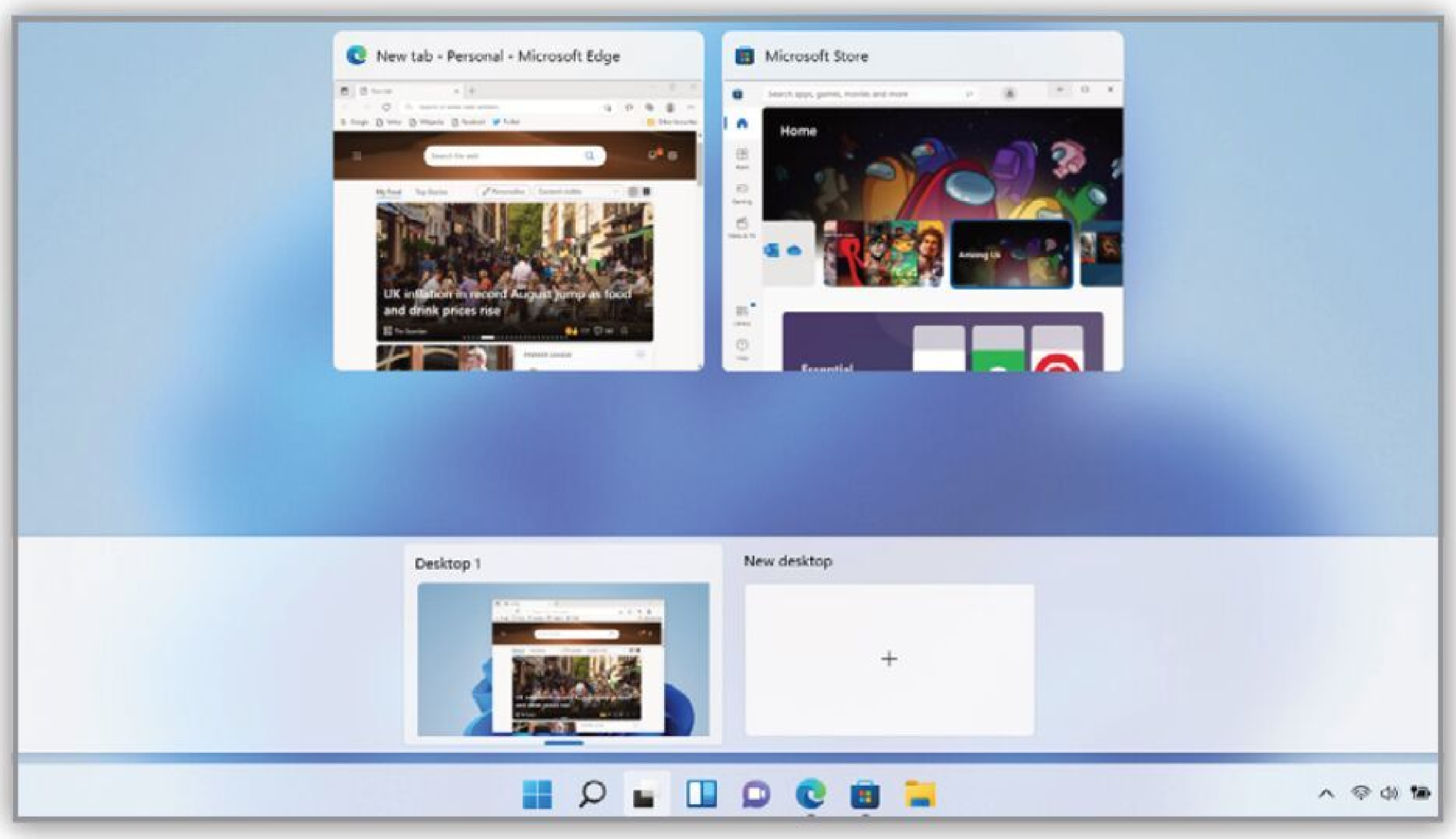
Step 4 If you right-click on one of the windows/apps shown in Task View, you will see several more options. Snap left/right will open the selected window, but "snapped" or positioned to the left or right of the home screen. You will see that there are also several options for showing/hiding the window on new desktops.


Microsoft Store
File Explorer
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close

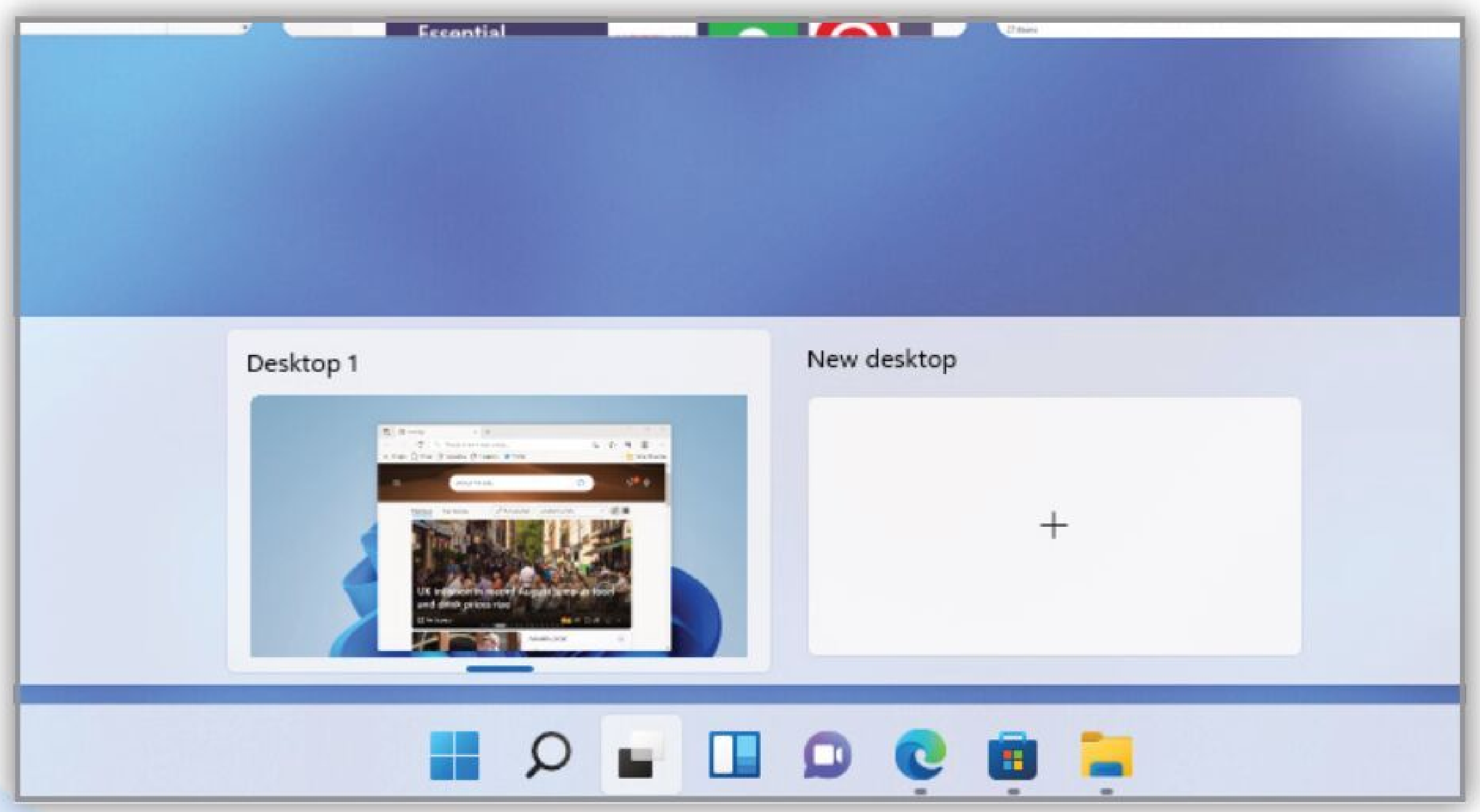
Using Multiple Desktops

Creating multiple desktops is a great way of separating your activities across multiple defined spaces, and helps you concentrate and split your workload.

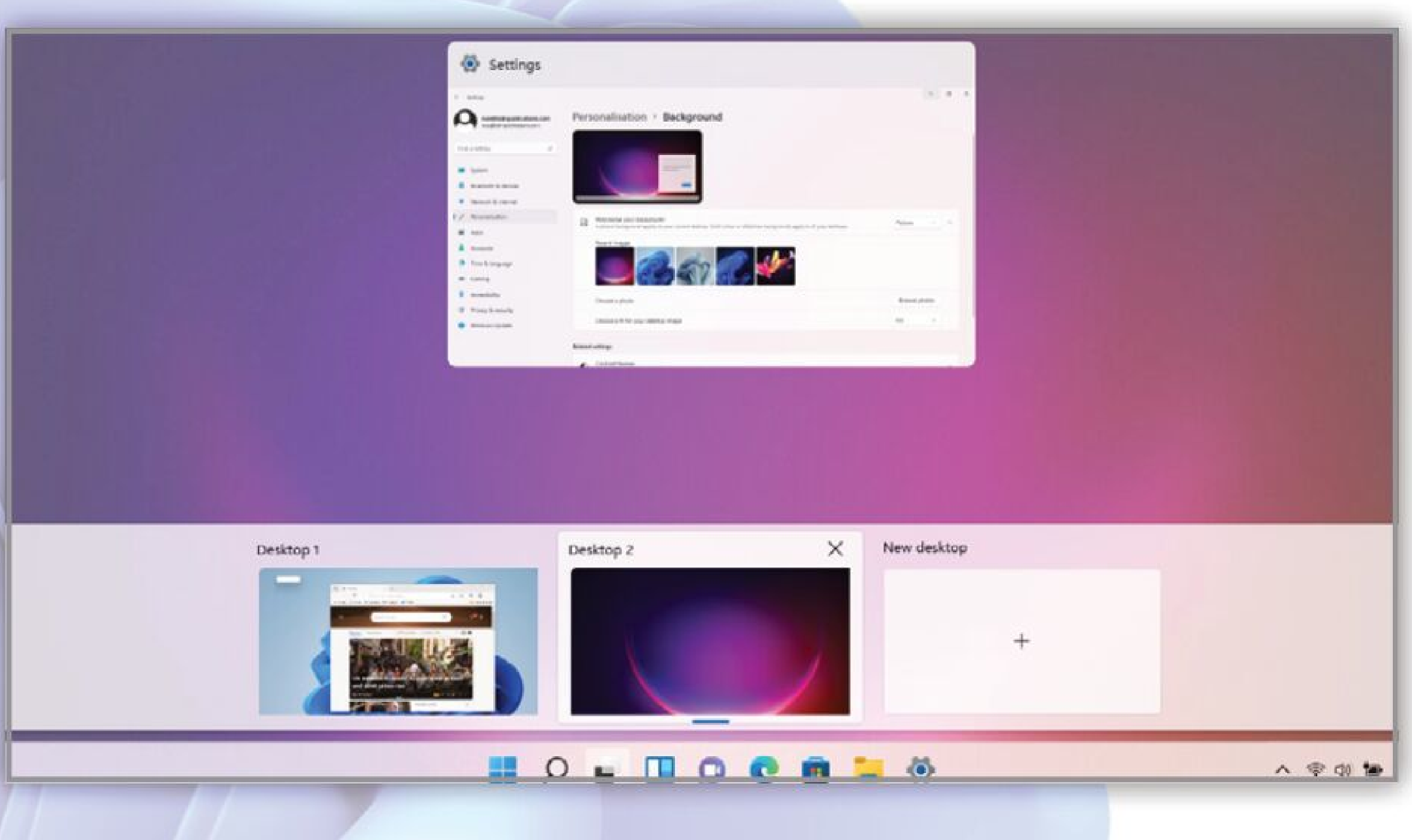
Step 1 One of the great features in Task View is the ability to add extra desktops. Virtual desktops are essentially extra workspaces, so for example you can have one space with your email and chat windows open and another where you're working in PowerPoint without email distractions.


New tab - Personal - Microsoft Edge
Microsoft Store
Home
UK inflation in record August jump as food and drink prices rise
Desktop 1
New desktop
+

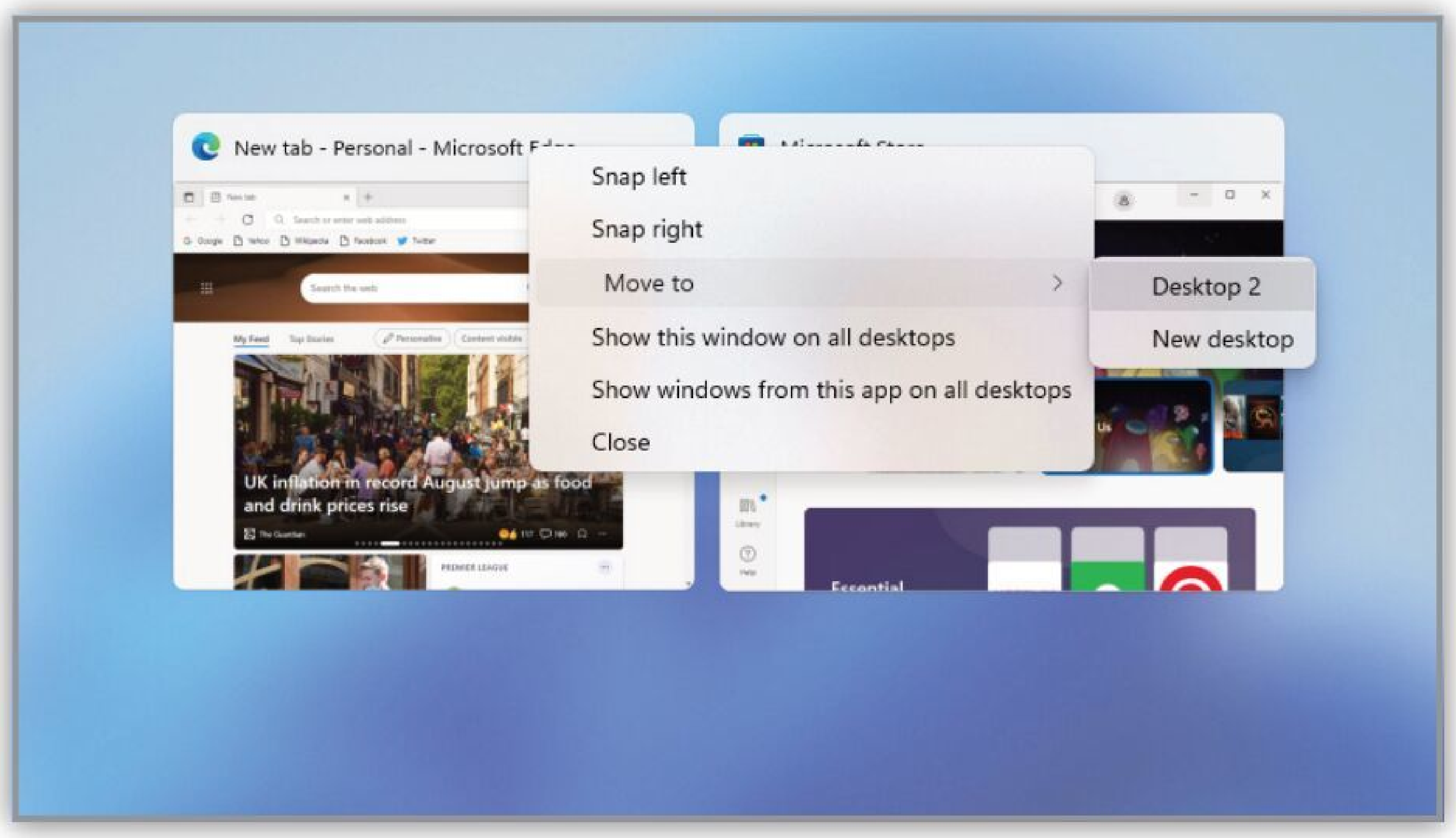
Step 2 Click or tap the New Desktop button at the bottom of the Task View screen and you will see an entirely new and blank desktop. If you had any apps or windows open in the main desktop, they won't be open here. Don't worry, they haven't been closed, they are still open on the other desktop.


Essential
Desktop 1
New desktop
+

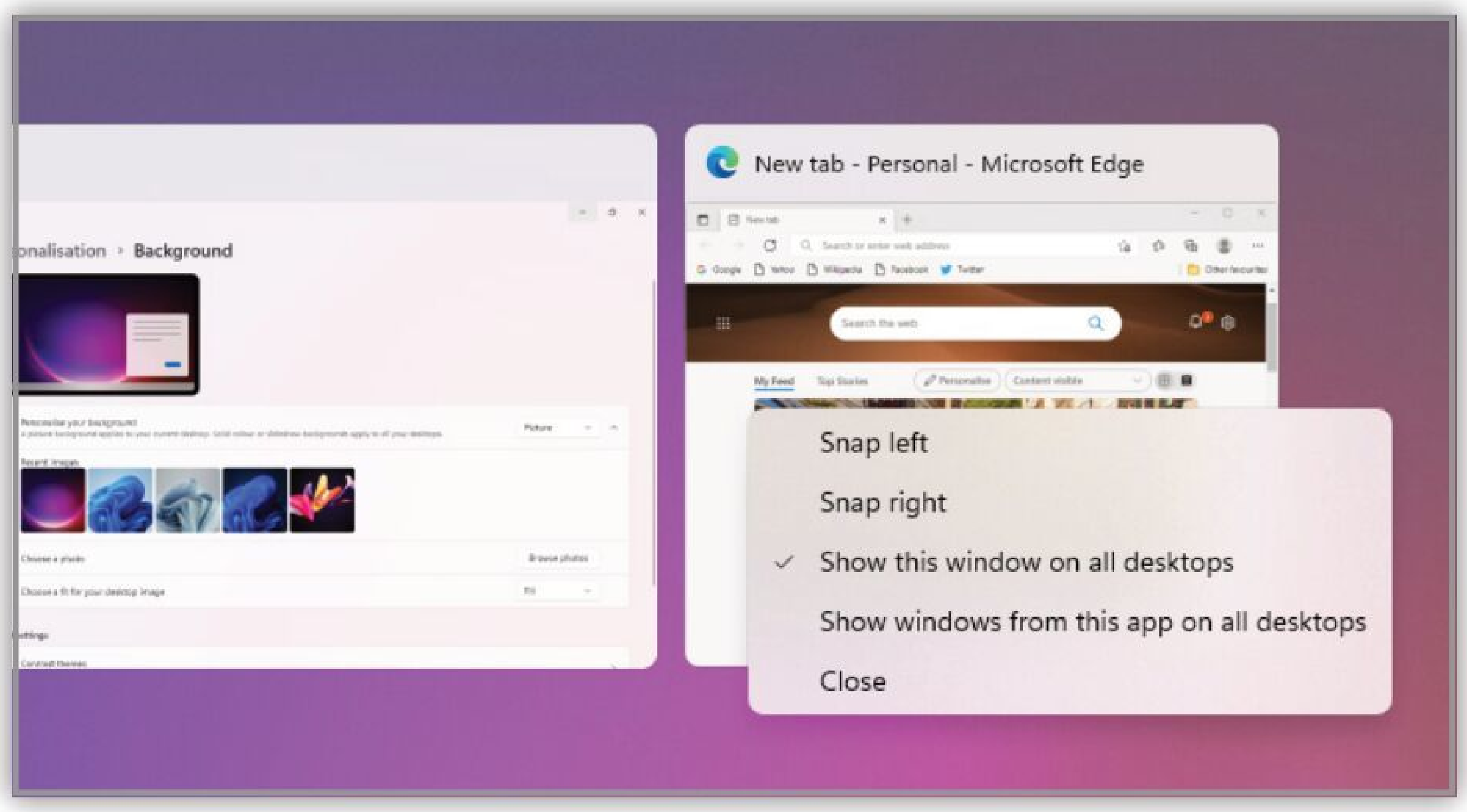
Step 3 With Task View open, right click on one of the desktop previews at the bottom and you can choose a different background wallpaper (making identifying which desktop you are on currently easier), and also you can choose to move a desktop to the left or right, switching which one is the main desktop.


Settings
Personalisation > Background
Desktop 1
Desktop 2
New desktop
+

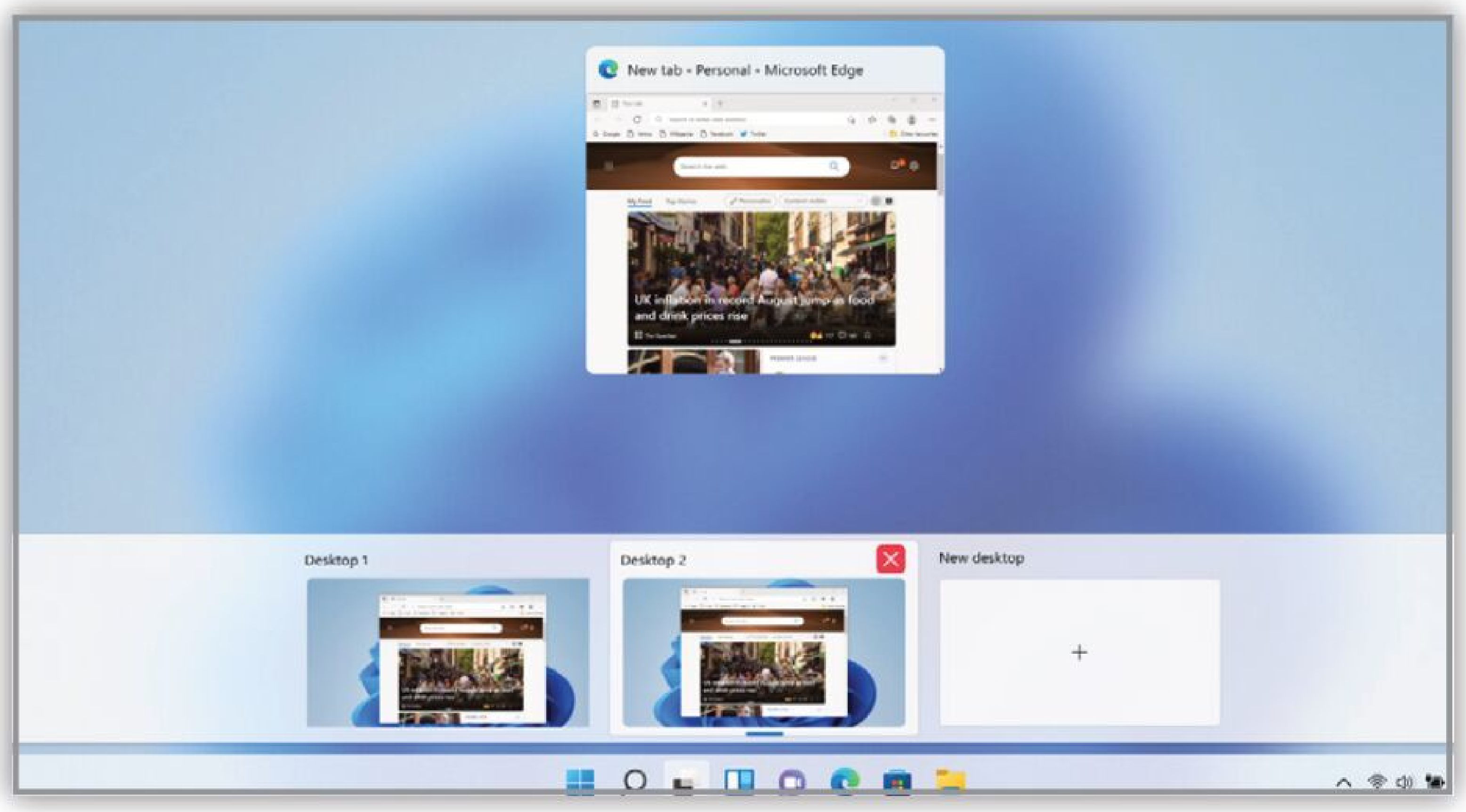
Step 4 You can right-click the apps in Task View to send them to another desktop. You can also drag and drop windows/apps from one desktop to another. If you have an app or window open in one desktop and then try to open it in another, you will just switch to the desktop where it was already open.


New tab - Personal - Microsoft Edge
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 2
New desktop
UK inflation in record August jump as food and drink prices rise
Essential

Step 5 To get around this problem, open the Task View and right click on an app or window. From the menu, choose either "Show this window on all desktops" or "Show windows from this app on all desktops". You can also use this menu to move apps or windows between your open desktops.


Personalisation > Background
New tab - Personal - Microsoft Edge
Snap left
Snap right
✓ Show this window on all desktops
Show windows from this app on all desktops
Close

Step 6 If you hover over the apps and windows shown in the Open Tasks panel, you will see an X appear; now you can close superfluous desktops down to save resources. Doing this doesn't close any apps down, so you don't need to manually move them yourself. It just automatically adds them to the main desktop for you.


New tab - Personal - Microsoft Edge
UK inflation in record August jump as food and drink prices rise
Desktop 1
Desktop 2
New desktop
+

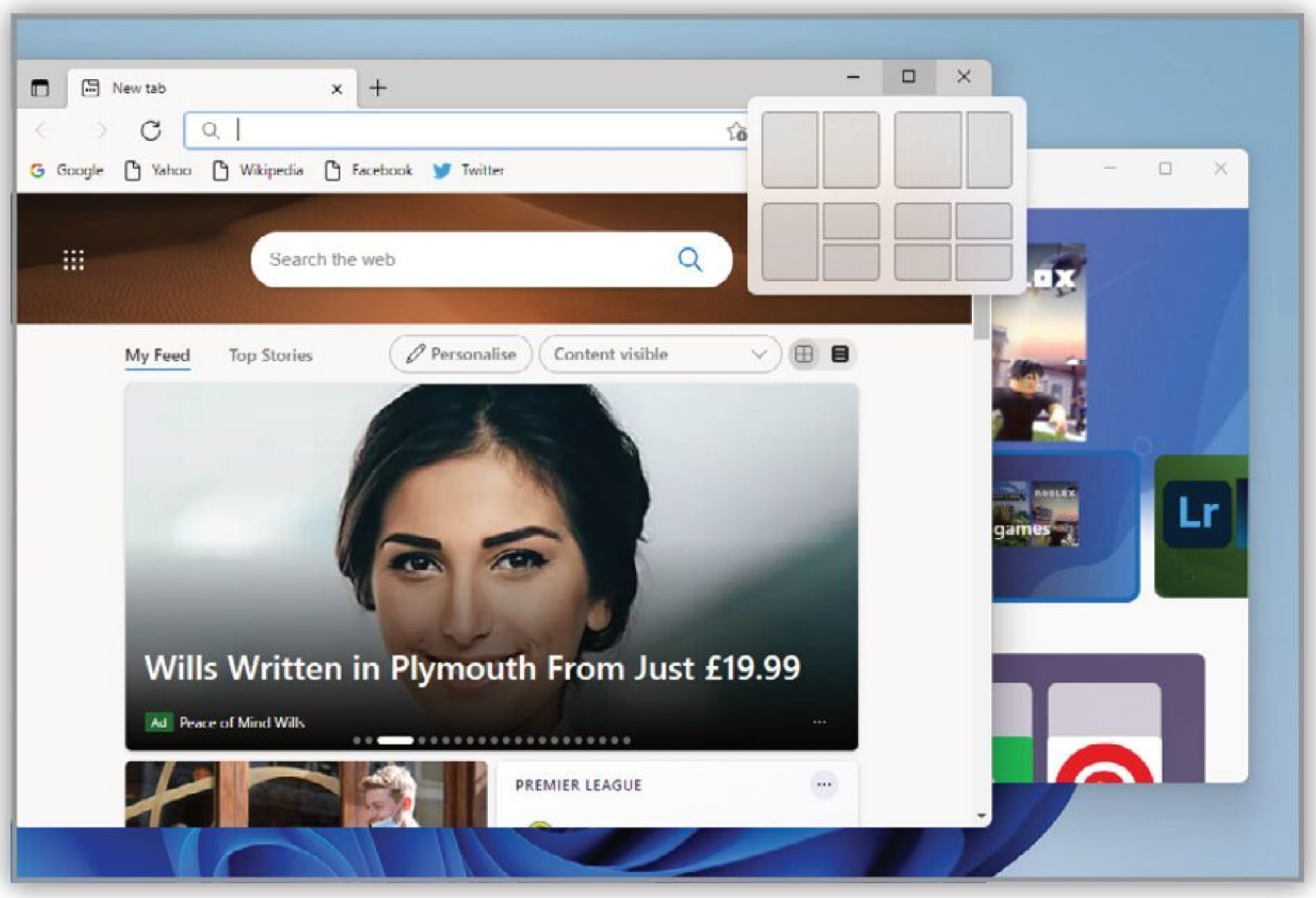
Using Snap Layout and Snap Groups

Snap Layouts and Snap Groups, while similar to Snap Assist in Windows 10, are completely new features for Windows 11. Each is designed to make your life easier by giving you new ways to organise and retrieve apps and windows on a busy desktop.

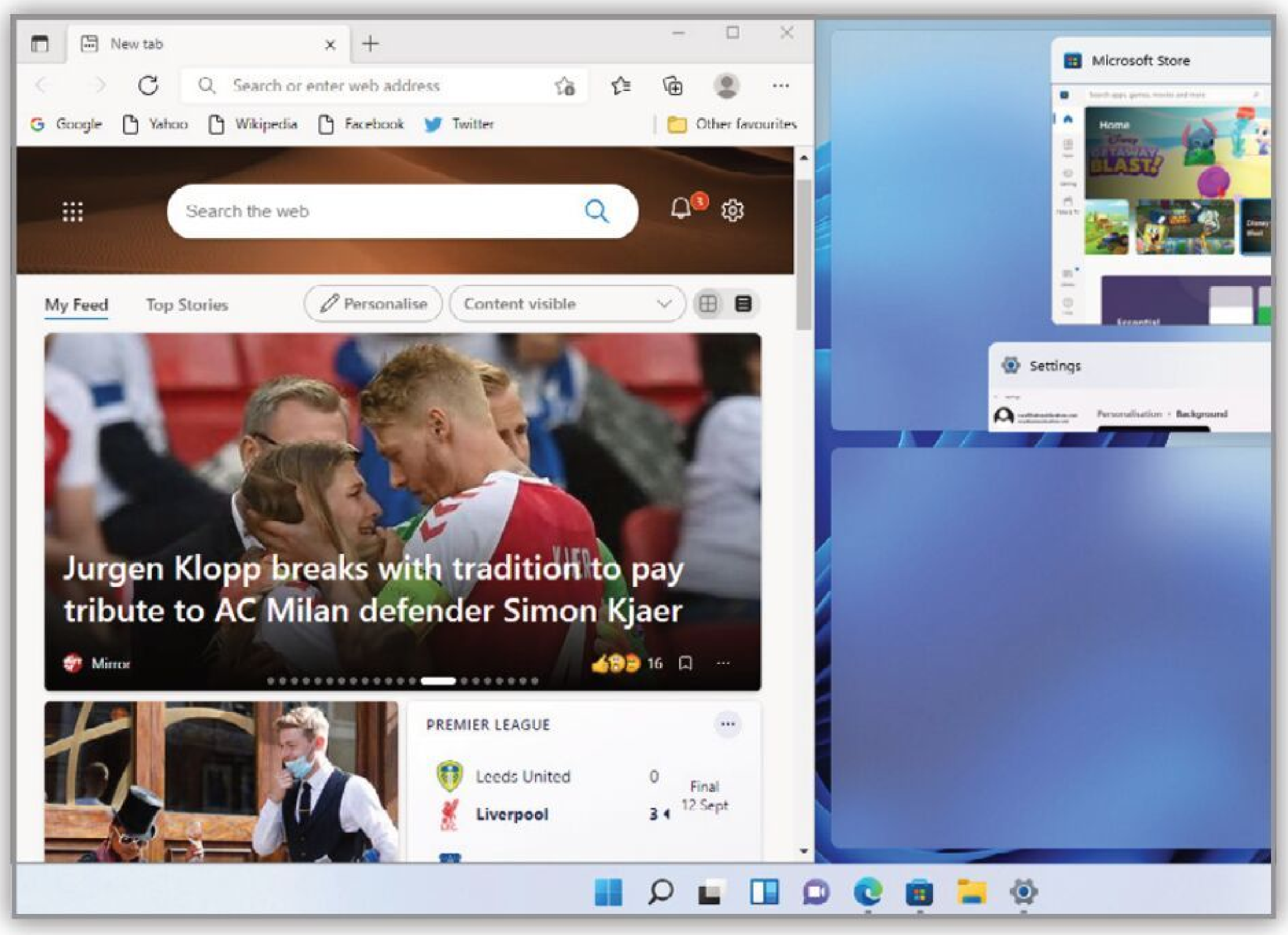
Using Snap Layouts

Snap Layouts are a quick and easy way to organise a busy or cluttered desktop. They are similar to Snap Assist, but are created in a new and different way.

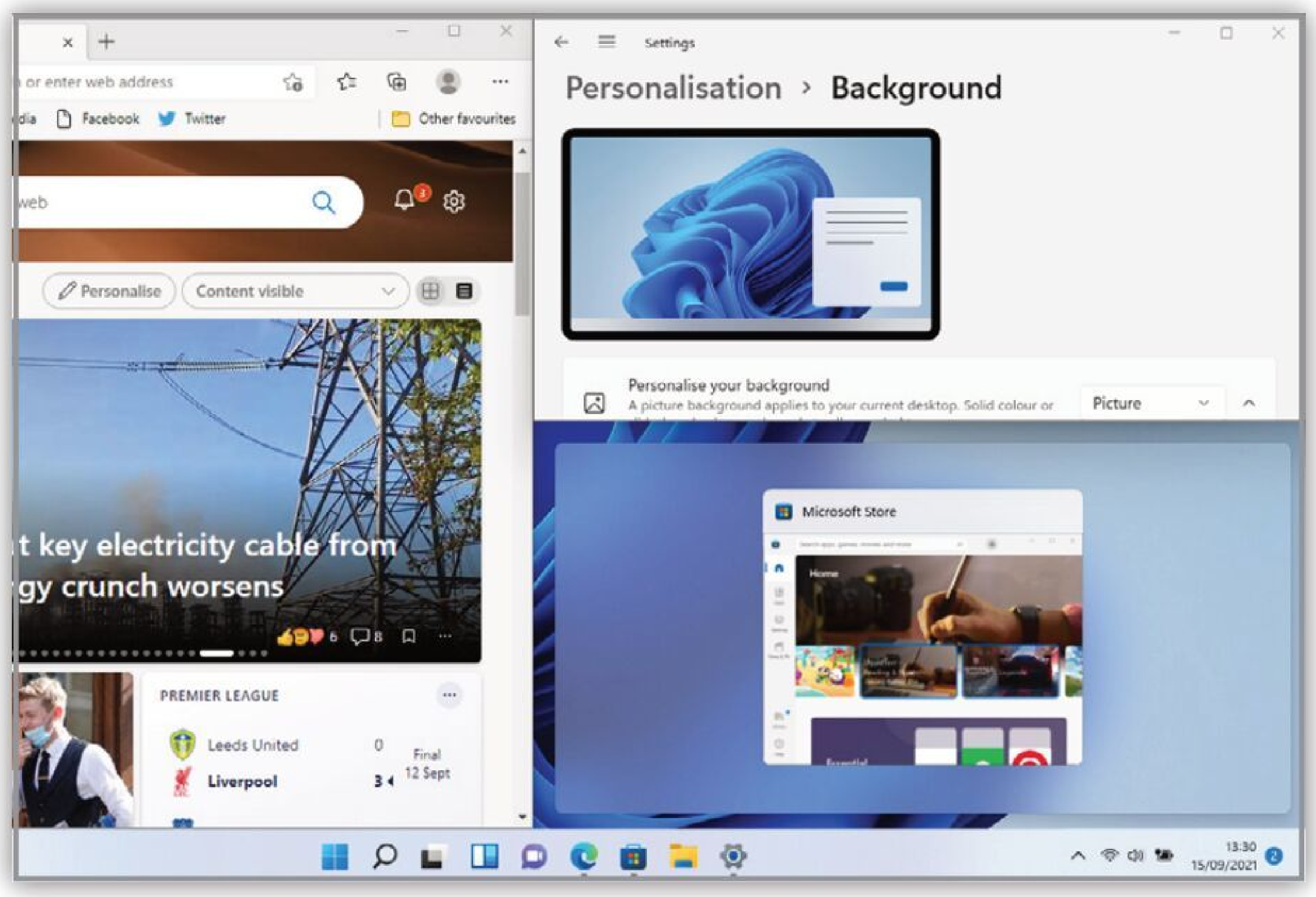
Step 1 Snap Layouts can be created with just one open app or window, but really come into their own when several are open. Move your mouse over the Maximise button (top-right corner) of any open app or window, without clicking. After a second, a brand new menu will pop up, showing the available layouts you can use.


New tab
Google
Yahoo
Wikipedia
Facebook
Twitter
Search the web
My Feed
Top Stories
Personalise
Content visible
Wills Written in Plymouth From Just £19.99
Peace of Mind Wills
PREMIER LEAGUE

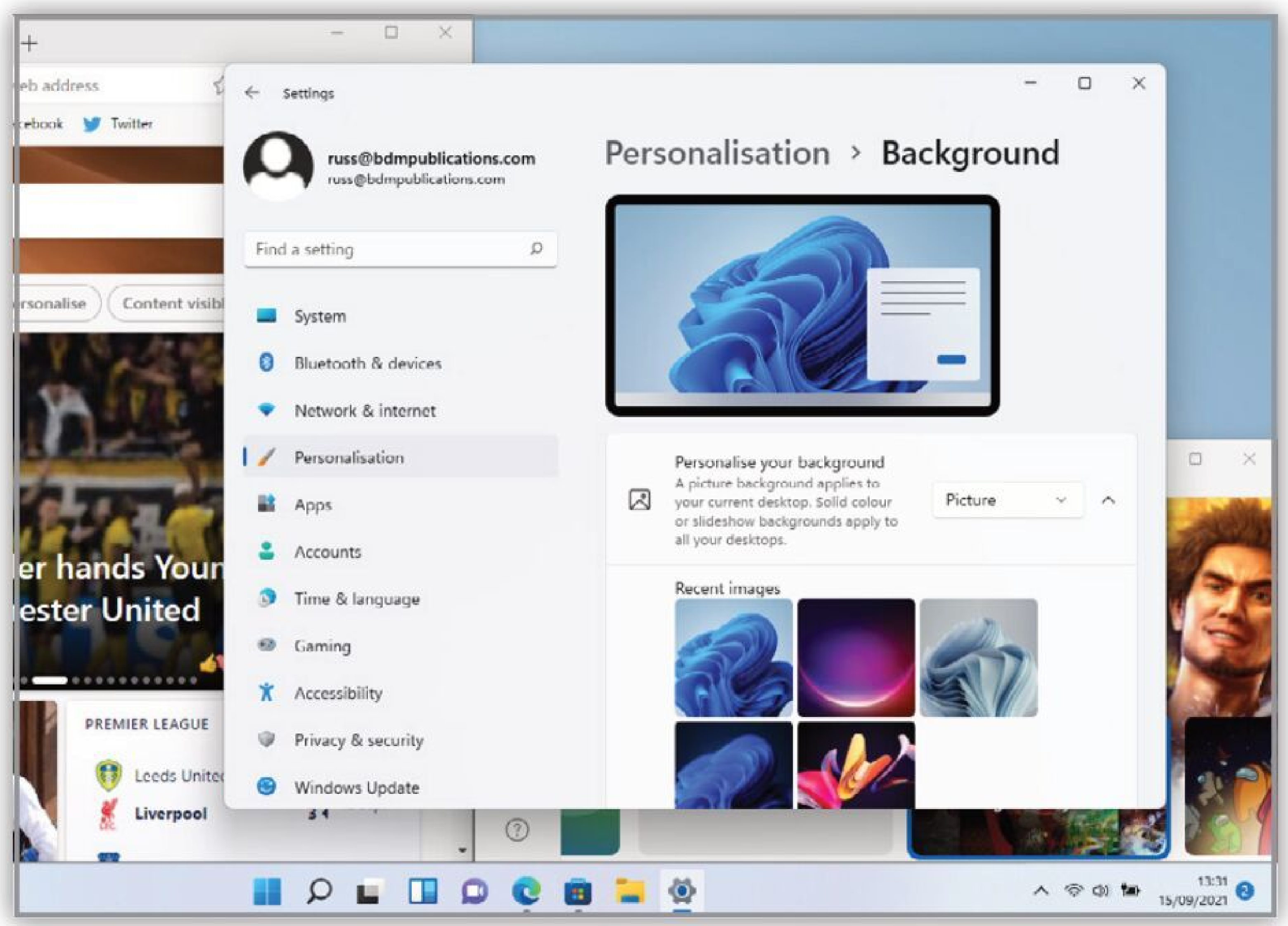
Step 2 There are 4 preset layouts available (at present, although more may be added): 2 equal windows side-by-side, 2 unequal windows side-by-side, 3 windows and 4 equal windows. Click on whichever you want to use, and the window/app you used to open the layout will snap into one of the positions.


New tab
Search or enter web address
Other favourites
Search the web
My Feed
Top Stories
Personalise
Content visible
Jurgen Klopp breaks with tradition to pay tribute to AC Milan defender Simon Kjaer
Mirror
PREMIER LEAGUE
Leeds United
Liverpool
Final
12 Sept
Microsoft Store
Settings

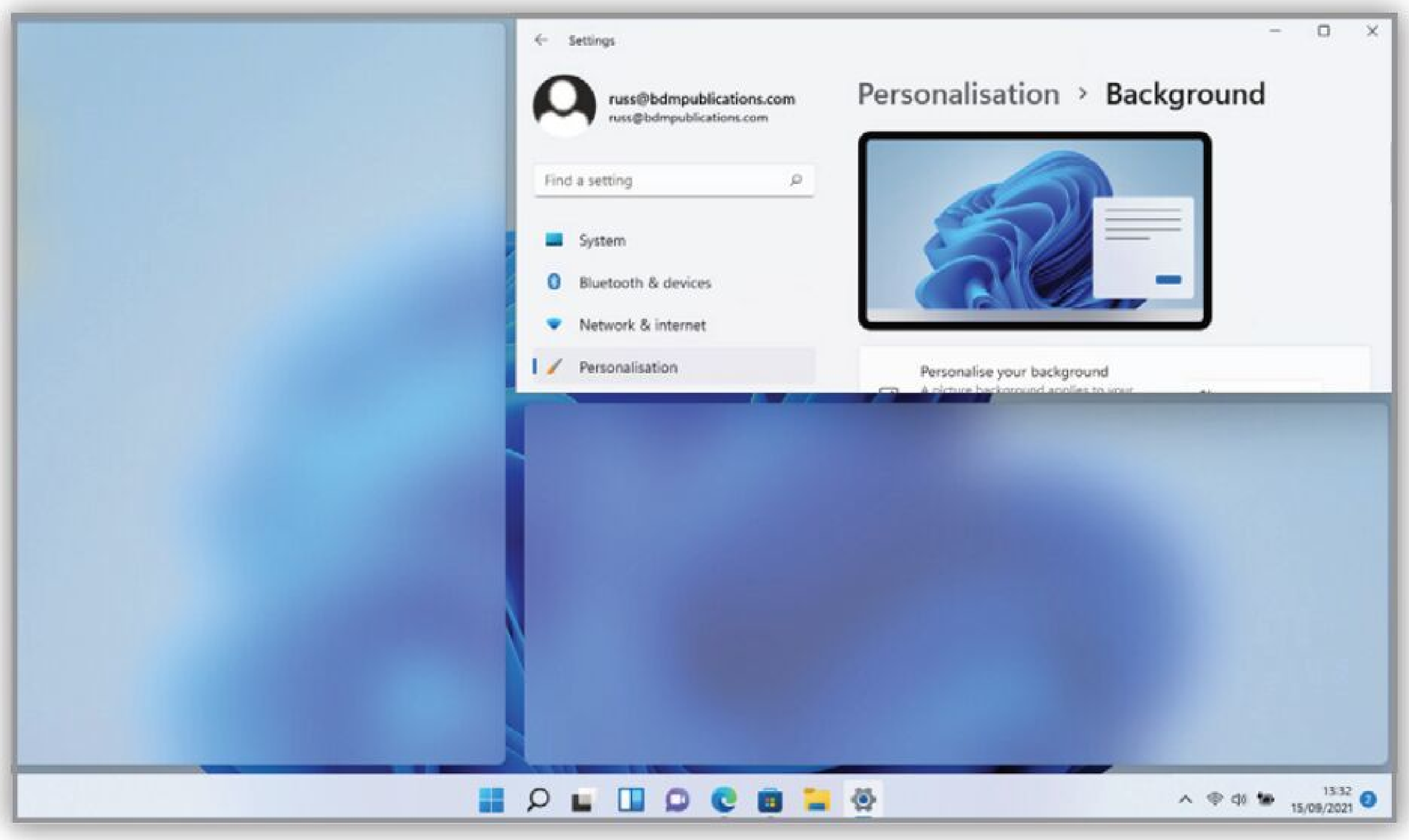
Step 3 Your other open windows/apps will appear as previews in one of the other layout positions. Click one of them to open it in that layout position. The process is then repeated for any other open windows, if you choose a layout with more than 2 spaces. Windows are automatically resized to fit in the layout.


Settings
Personalisation › Background
Personalise your background
Picture
Microsoft Store
t key electricity cable from
gy crunch worsens
PREMIER LEAGUE
Leeds United
Liverpool
Final
12 Sept
13:30
15/09/2021

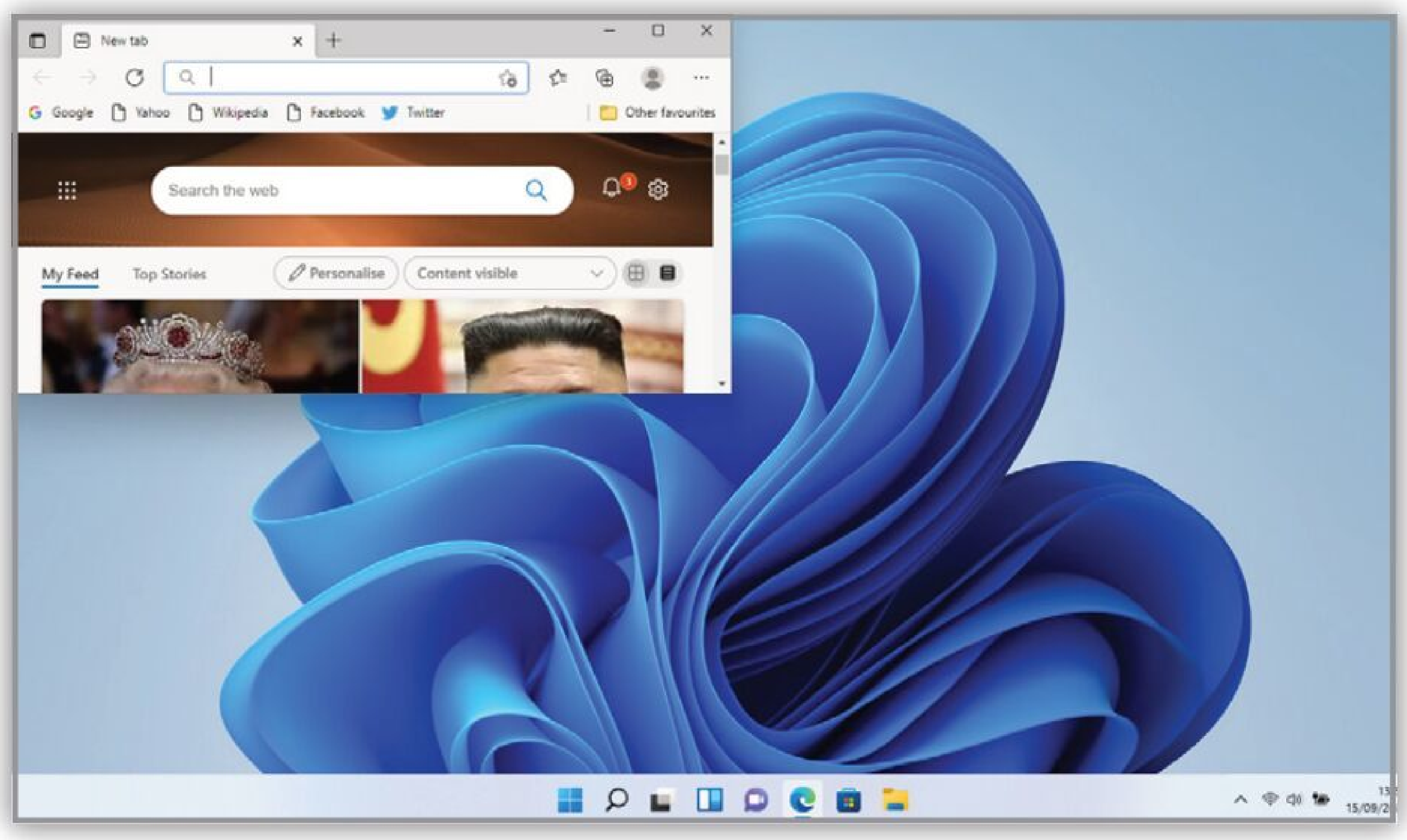
Step 4 If you now try to move a window or app out of the layout, it will switch back to its original dimensions when it unsnaps from the grid. You can create multiple Snap Layouts, each containing different apps/windows. These remain until the windows are closed or removed from the group.


Settings
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Background
Personalise your background
Picture
Recent images
er hands Your
ester United
PREMIER LEAGUE
13:31
15/09/2021

Step 5 You can change the dimensions of the layout once you have created one. With the layout open, hover your mouse over the line where the windows meet, either horizontally or vertically. A wider bar will appear, which you can click and drag to change the horizontal or vertical dimensions of the layout.


Settings
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Personalisation › Background
Personalise your background

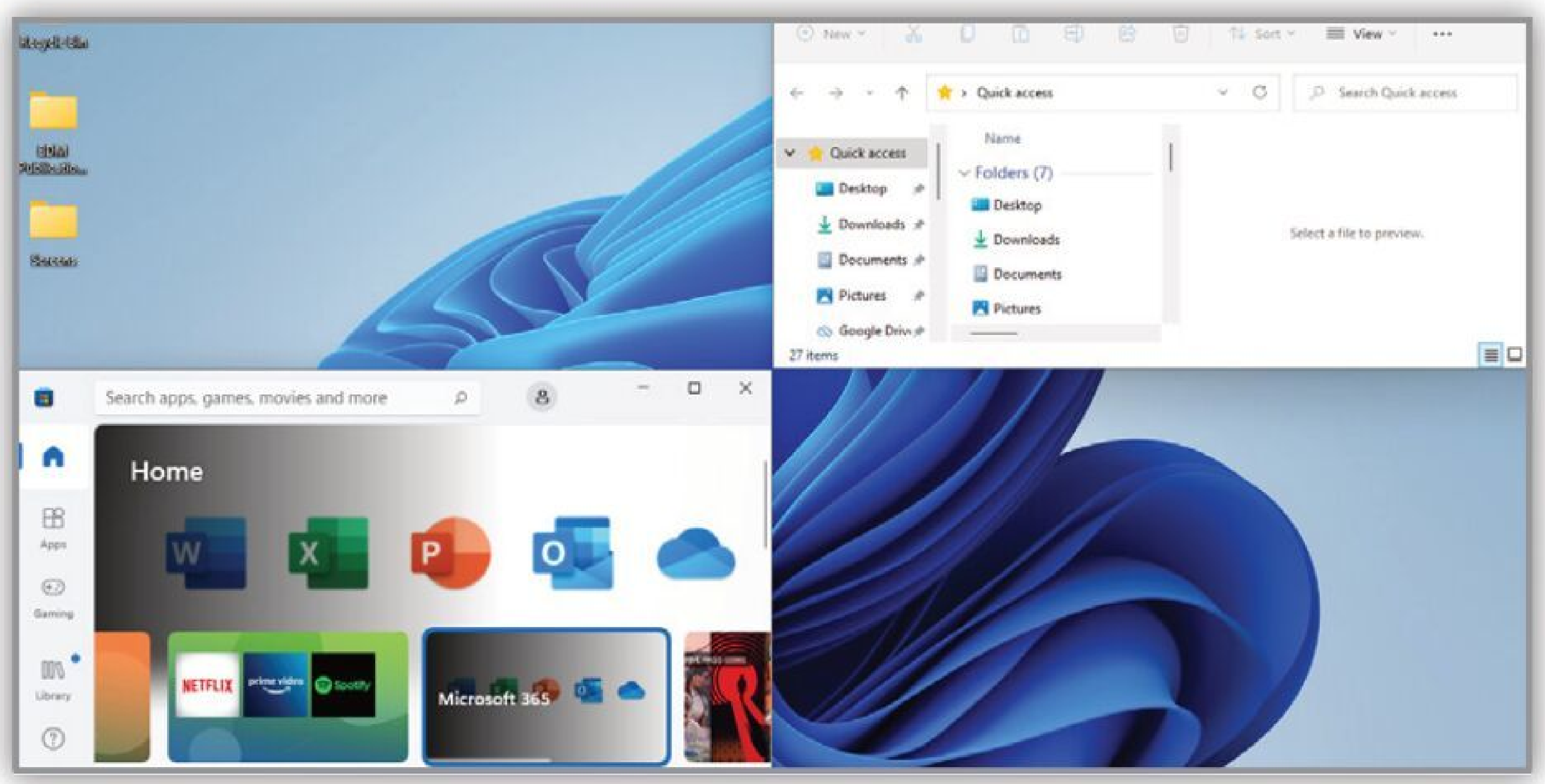
Step 6 You can snap apps and windows into position using a keyboard shortcut as well. Highlight a window and then press Windows Key + one of the arrow keys. Depending on which direction you press, the window will snap left, right, up or down. Combine key presses to snap up and left, for example.


New tab
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Search the web
My Feed
Top Stories
Personalise
Content visible

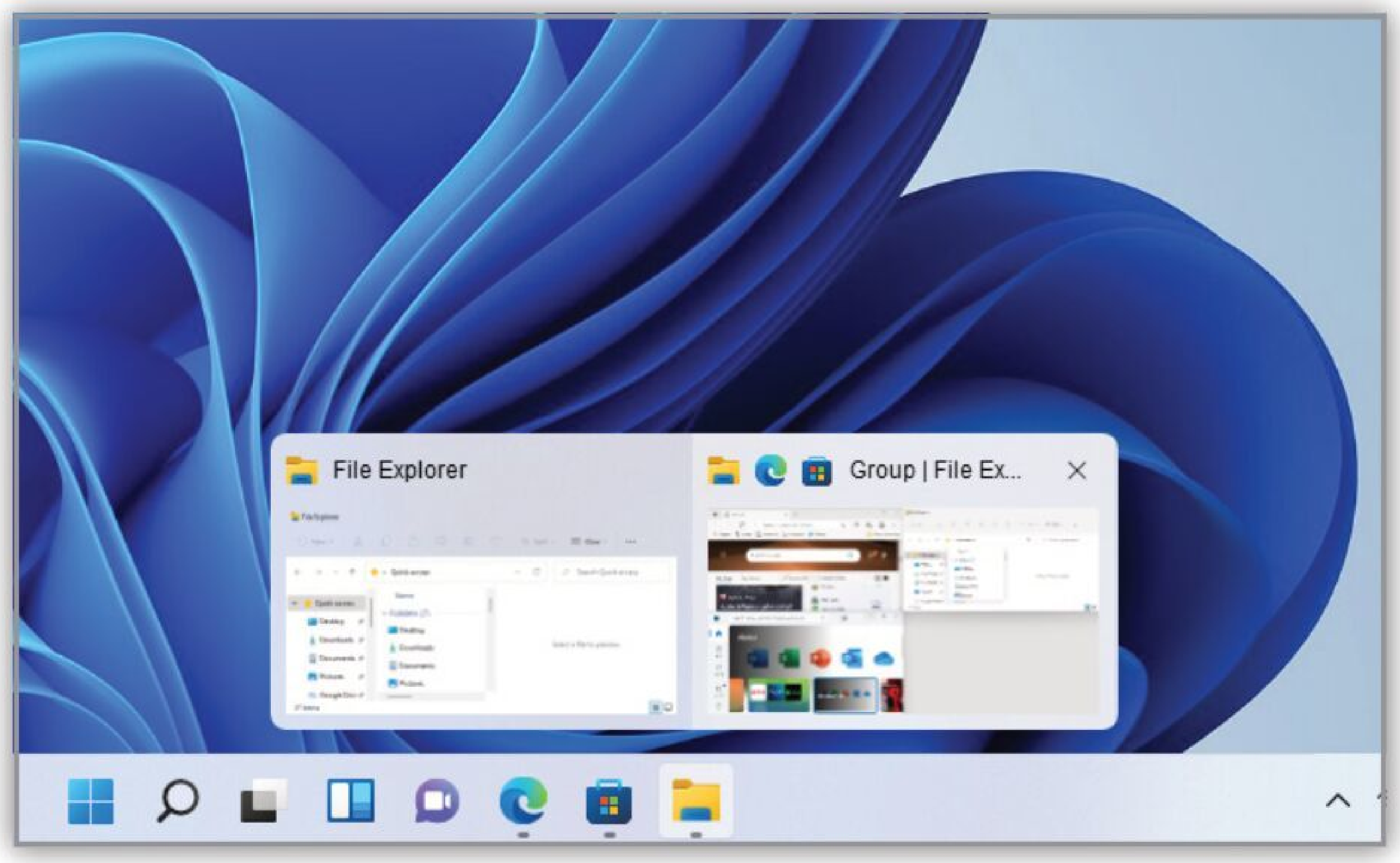
Using Snap Groups

Snap Groups are an extension of Snap Layouts, keeping snapped apps and windows together even when the layout is minimised.

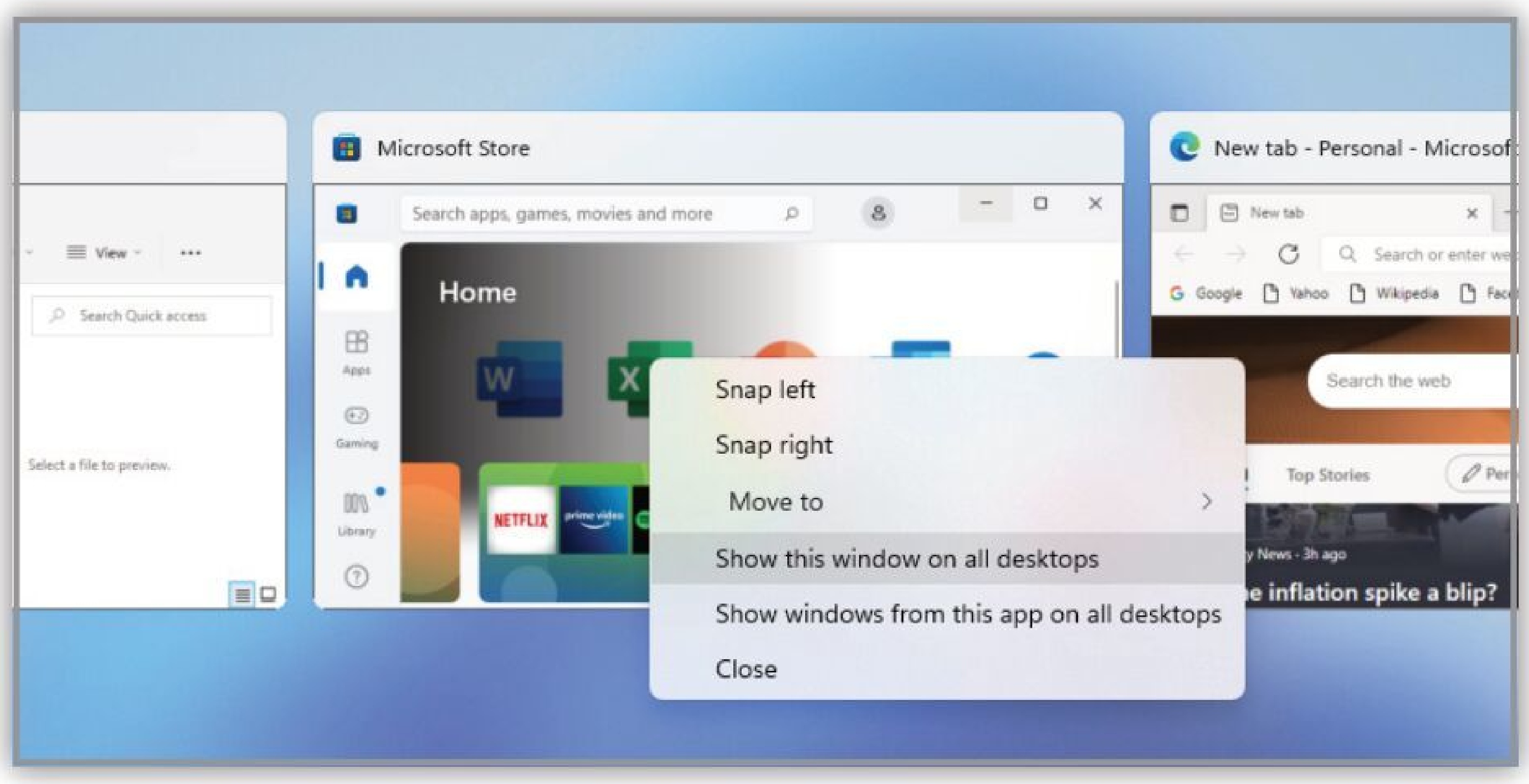
Step 1 Once you have created a Snap Layout, or multiple layouts, you can minimise the whole thing (by clicking the Show Desktop button on the right of the Taskbar) or minimise each individual app or window. As long as they are not closed, the layout persists as a Snap Group.


Quick access
Desktop
Downloads
Documents
Pictures
Folders (7)
Select a file to preview.
Search apps, games, movies and more
Home
Microsoft 365

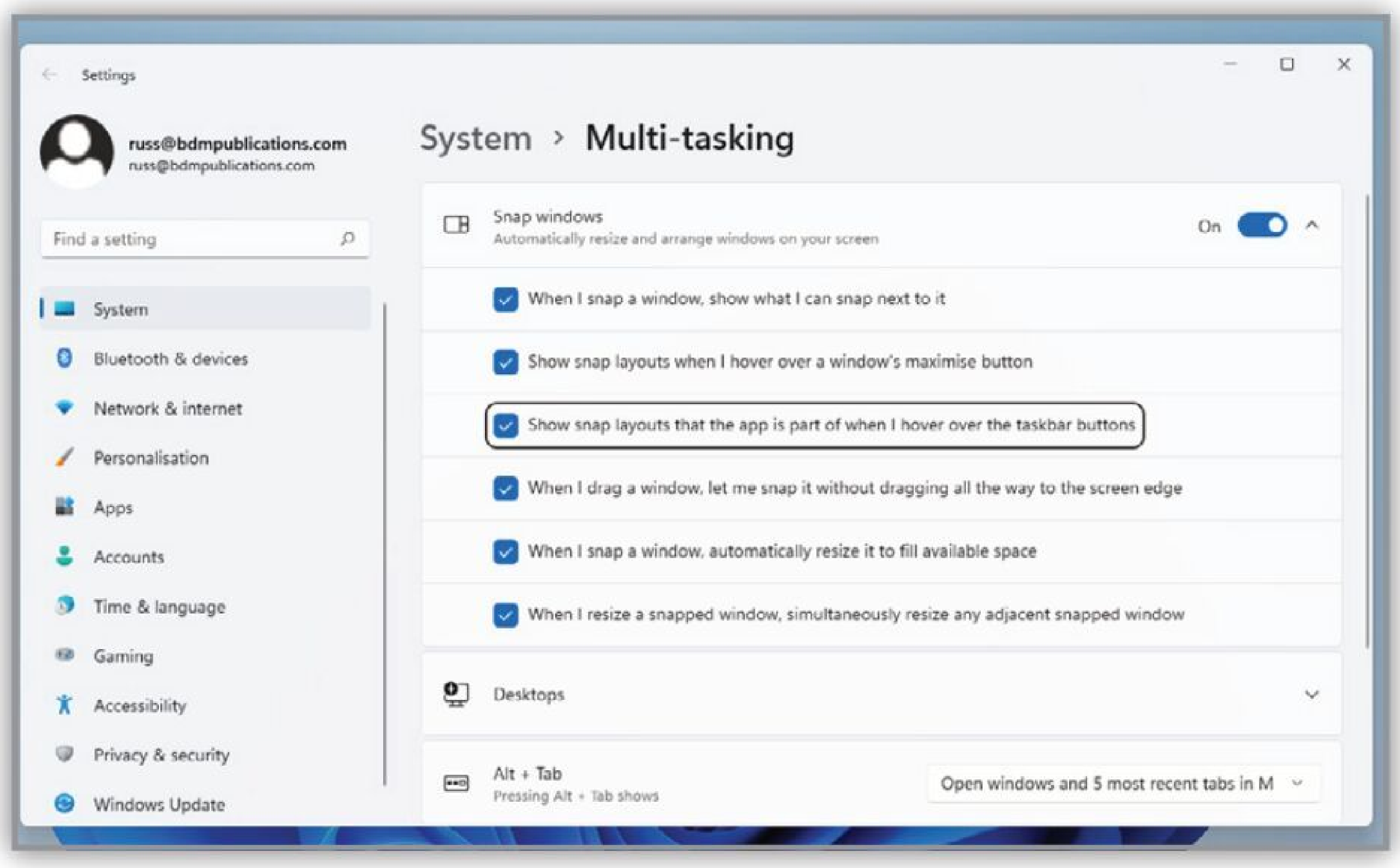
Step 2 If you move your mouse over any of the Taskbar icons of apps or windows in a group, two Peek windows will pop up. One shows the app on its own, and they other shows the app in the group. To re-open the group, just click on the group preview. To open the app on its own, click that preview.


File Explorer
Group | File Ex...

Step 3 If you use multiple desktops, you can move Snap Groups to any of the additional desktop areas. Just open the Task View, and then right click on each of the apps or windows in the group and choose, "Show this window on all desktop". The group will automatically be recreated on the other desktop.


Microsoft Store
Search apps, games, movies and more
Home
New tab - Personal - Microsof
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close

Step 4 You can find a lot of different settings for how windows snap in the main settings > System > Multi-tasking. Click the Snap windows option and a list of different settings will open. You can also, if you wish, completely turn off window snapping here, using the slider switch.


Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

System › Multi-tasking

Snap windows: On
Automatically resize and arrange windows on your screen

☑ When I snap a window, show what I can snap next to it
☑ Show snap layouts when I hover over a window's maximise button
☑ Show snap layouts that the app is part of when I hover over the taskbar buttons
☑ When I drag a window, let me snap it without dragging all the way to the screen edge
☑ When I snap a window, automatically resize it to fill available space
☑ When I resize a snapped window, simultaneously resize any adjacent snapped window

Desktops

Alt + Tab: Open windows and 5 most recent tabs in M
Pressing Alt + Tab shows

Inside the File Explorer

Although the File Explorer is much the same as it was in previous versions of Windows, it's still worth exploring it further. The File Explorer is one of the most overlooked tools in Windows, but if you want to be able to find your accumulated photos, music files, word documents and other files, without having to use Search every time, it's definitely something you should be familiar with.

1

File Explorer Toolbar

The simplified Explorer toolbar still contains all of the tools you need to manage the different files and folders you can view. Once you have selected a file or folder in the main pane, more tools become active. You can also click the "More menu" button to see additional options such as Burn to disc and Compress to Zip file.

2

Navigation Pane - Folders

The left-hand sidebar contains a list of different file folders on your computer. Clicking on any of the folders shown here will display the various files and folders inside; in the main pane. The list is split into sections, including Quick Access/Recent, OneDrive and This PC. If you right-click on a blank area, you can choose to show All Folders here.

3

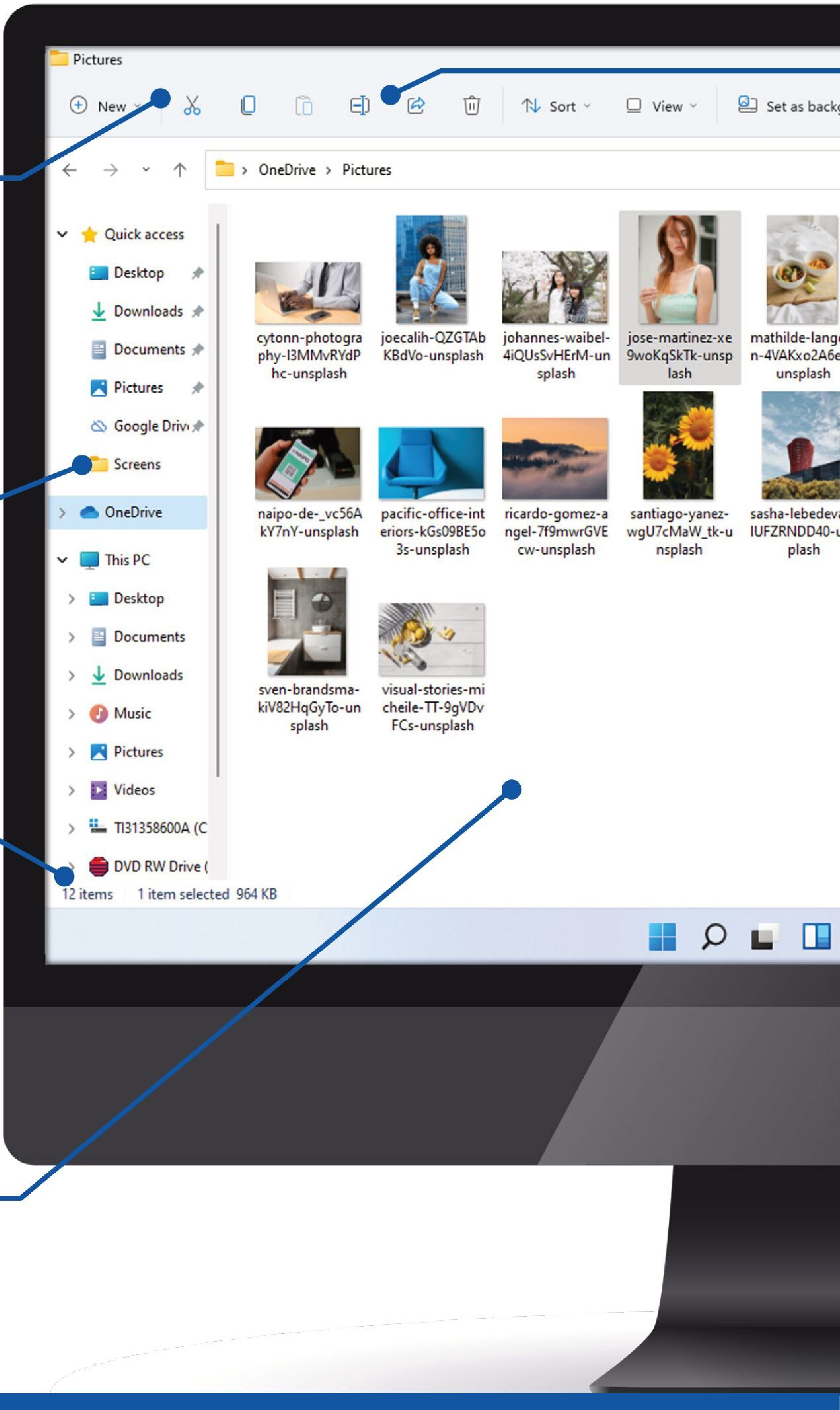
Info Bar

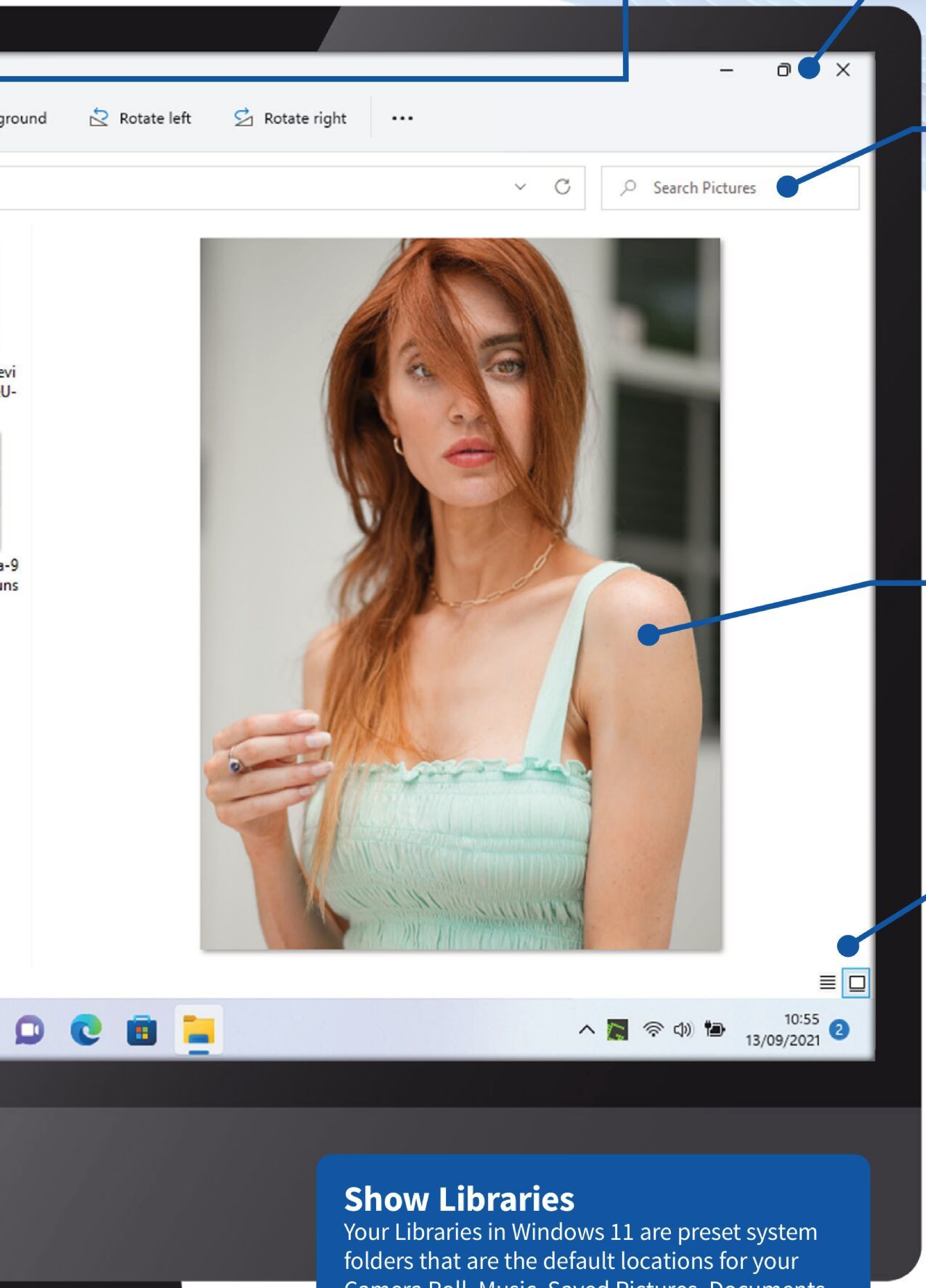
The thin bar along the bottom of the File Explorer displays several bits of useful information. If nothing in the main window is selected, the info bar shows the total number of items in the selected folder. Click on a file and the file size is also shown here. If you select several files, the number of items selected is shown, along with the total size of all selected items combined.

4

Folder Contents Pane

When a folder is selected in the File Location sidebar, its contents are shown in the main pane. The contents of any single folder may vary greatly of course, but Windows uses standard icons to show Word documents, text files, various different image formats and shortcuts to apps and software. As you can see here, images will usually be displayed as a thumbnail unless view settings have been changed.


Pictures
New
Sort
View
Set as back
OneDrive > Pictures
Quick access
Desktop
Downloads
Documents
Pictures
Google Driv
Screens
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
TI31358600A (C
DVD RW Drive (
cytonn-photography-I3MMvRYdPhc-unsplash
joecalih-QZGTAbKBdVo-unsplash
johannes-waibel-4iQUsSvHErM-unsplash
jose-martinez-xe9woKqSkTk-unsplash
mathilde-lang n-4VAKxo2A6e unsplash
naipo-de-_vc56AkY7nY-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
santiago-yanez-wgU7cMaW_tk-unsplash
sasha-lebedeva IUFZRNDD40-u plash
sven-brandsma-kiV82HqGyTo-unsplash
visual-stories-micheile-TT-9gVDvFCs-unsplash
12 items
1 item selected 964 KB



5 Menus

You will have noticed by now that Windows 11 has some fancy new icons in place of the previous cut, paste, copy, rename and so on. They may a little getting used to, especially if your muscle memory mouse finger keeps hitting the wrong icon! Don't worry, though, it won't take long to adapt.

6 Window Controls

Almost every window that opens in Windows includes these controls. From left to right they are: Minimise, Maximise and Close. In Windows 11, moving the mouse over the maximise button brings up the Snap Layouts panel. Right-clicking on the control bar will show you a couple of extra controls, including Restore, Move and Size.

7 Search

The familiar Search Bar may look identical to previous versions of Windows, however, there's a lot more going on under the hood. Windows 11 utilises new search patterns, making it faster and easier to find what you're after.

8 Preview Pane

If the preview pane is enabled, approximately a third of the File Explorer window will be reserved for a preview of any selected files. Normally, only image, html and text files will display a preview in this pane. The preview pane can be increased or decreased in size by clicking and dragging the scroll bar to the left of it.

9 Folder View

The two buttons here let you choose between viewing the contents of the folder in a thumbnail format or alternatively, as a list. When the folder items are displayed as a list, you can choose to display a varying amount of information, including date last modified, file type and file size. Items shown as a list will still display a preview in the Preview Pane when selected.

Show Libraries

Your Libraries in Windows 11 are preset system folders that are the default locations for your Camera Roll, Music, Saved Pictures, Documents, Pictures and Videos. You can easily have these displayed in the File Explorer. Right-click on any free area of the Navigation Pane and from the menu, click Show Libraries. You can then expand the list of libraries by clicking the small arrow.

The View Tab

The View tab in File Explorer allows you to completely change how the window looks, how files are displayed and even whether each item has a permanent check box next to it. One of the most useful tools in the View tab is the Details Pane button. This switches the Preview Pane to show a list of file details instead. This is particularly useful if you are looking at images.

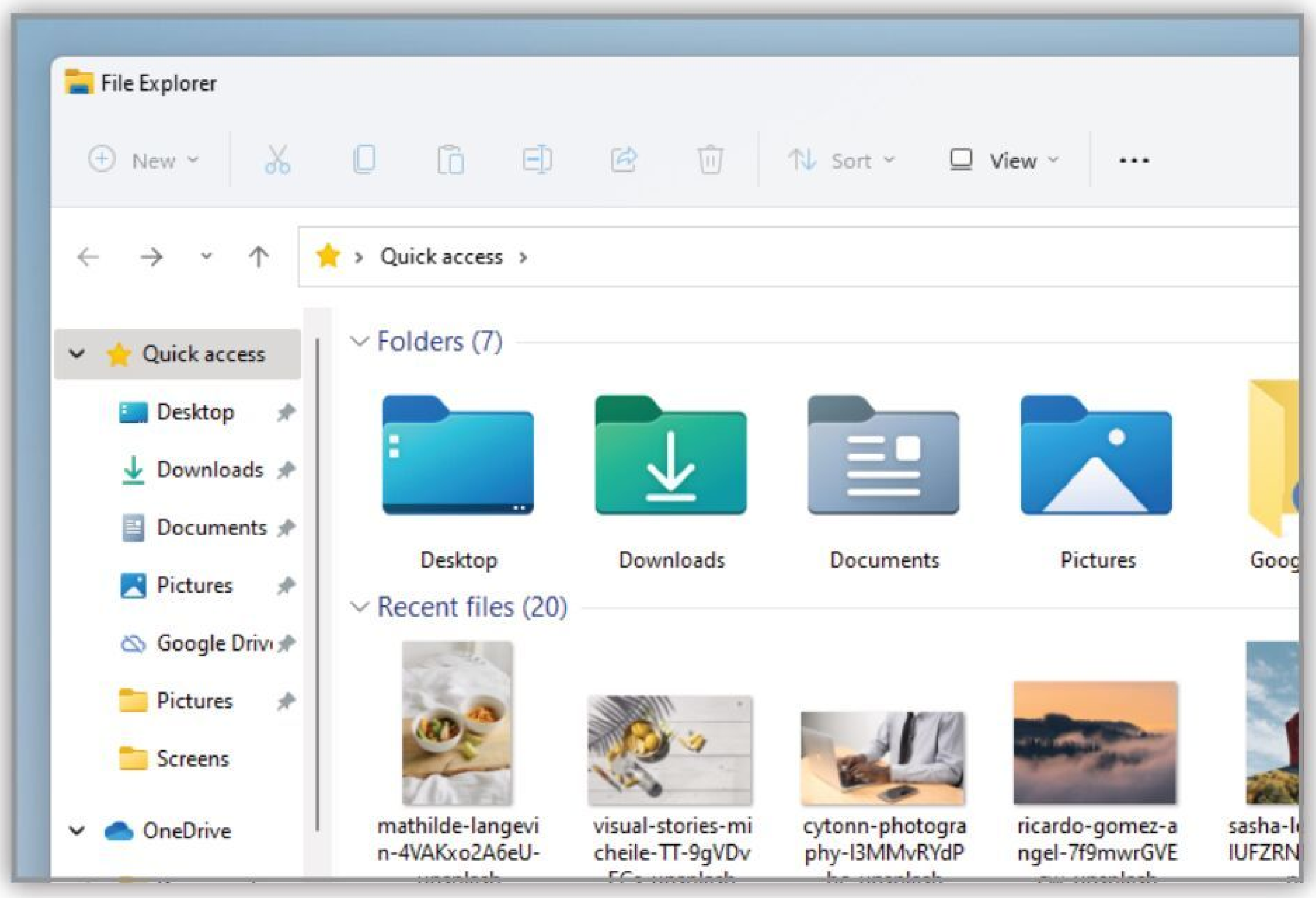
How to Use File Explorer

You can just use the powerful and improved search feature to find files and documents; but the new, simplified File Explorer is often a better choice, especially if you are looking for groups of files or want to preview several files to find the right one.

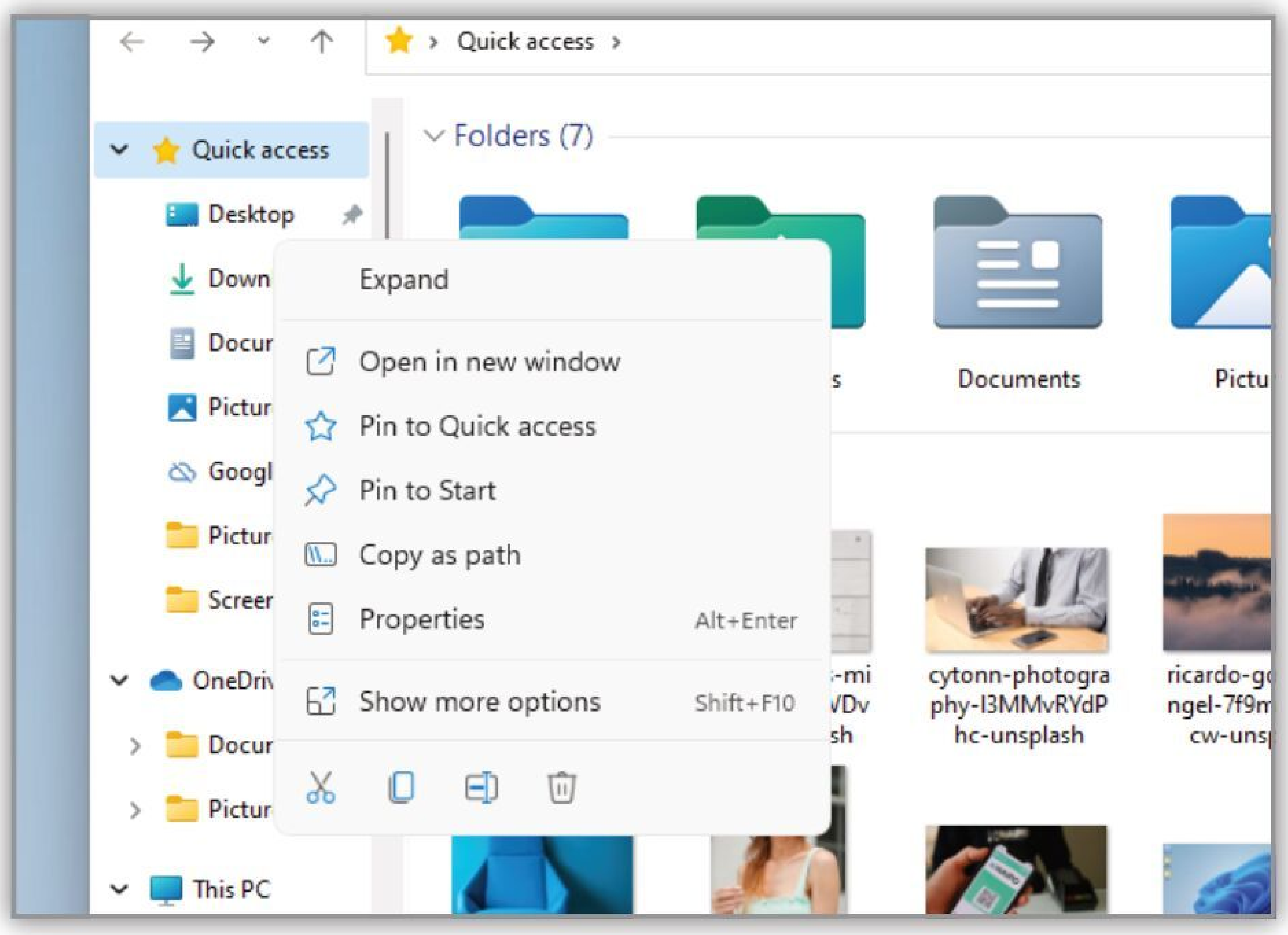
What's New in File Explorer?

File Explorer is a much undervalued part of Windows. And while it hasn't fundamentally changed for several versions of the operating system, Windows 11 has made some changes, which we'll take you through here.

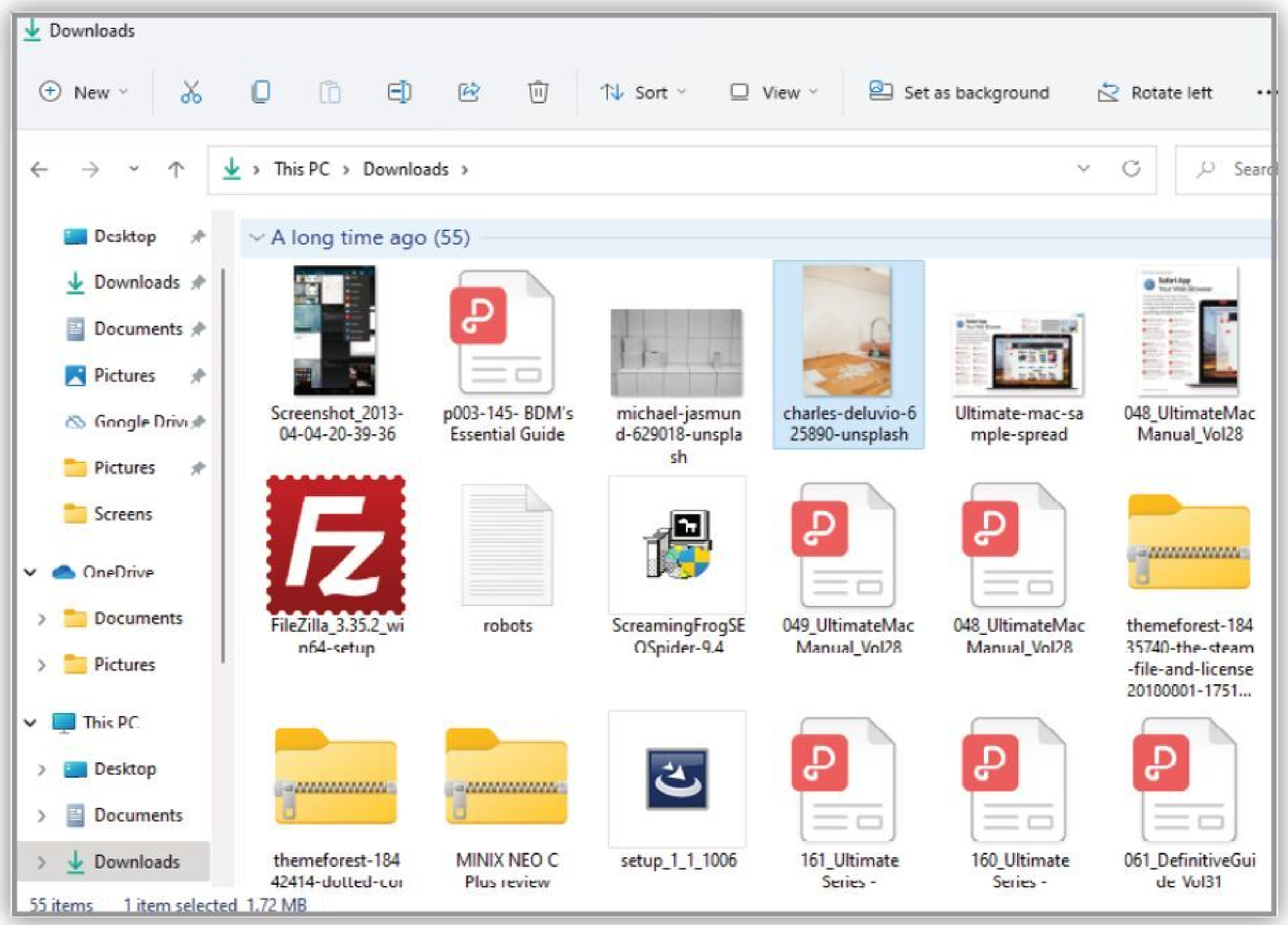
Step 1 The way you browse files in Windows 11 is similar to previous versions of Windows, but File Explorer has been slightly simplified. The main Quick Access window shows you your most frequently used folders (after all, how many of us dip into more than five or ten folders in a day?) and also recent files.


File Explorer
New
Sort
View
Quick access
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Folders (7)
Desktop
Downloads
Documents
Pictures
Recent files (20)

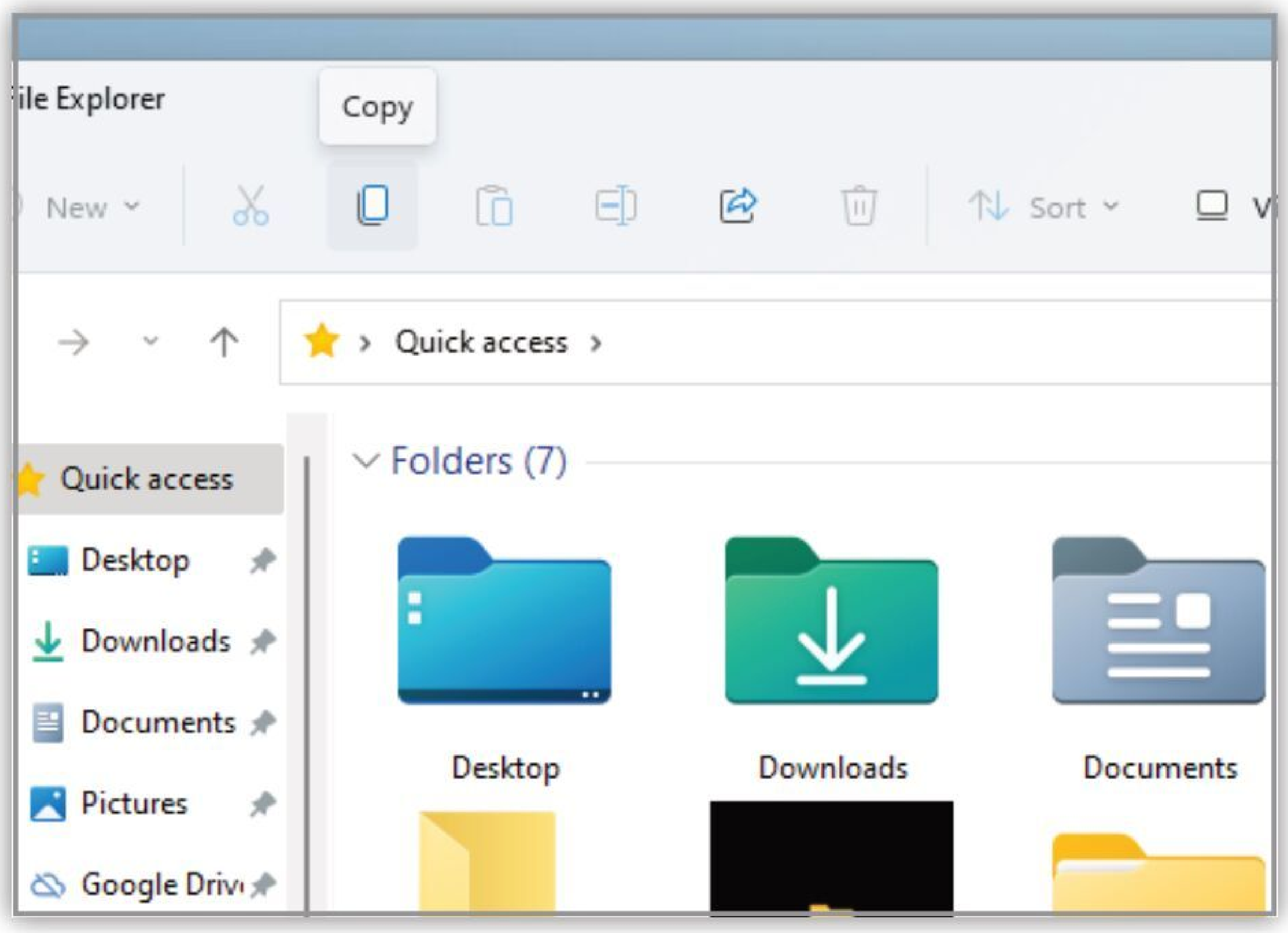
Step 2 The sidebar also works on the same principle, and via a new Quick Access feature you can pin folders or files that you want to stick around. It will also show you Frequent folders too. You can pin things permanently onto Quick Access by right-clicking them and selecting Add to Quick Access.


Quick access
Folders (7)
Expand
Open in new window
Pin to Quick access
Pin to Start
Copy as path
Properties Alt+Enter
Show more options Shift+F10
Documents
This PC

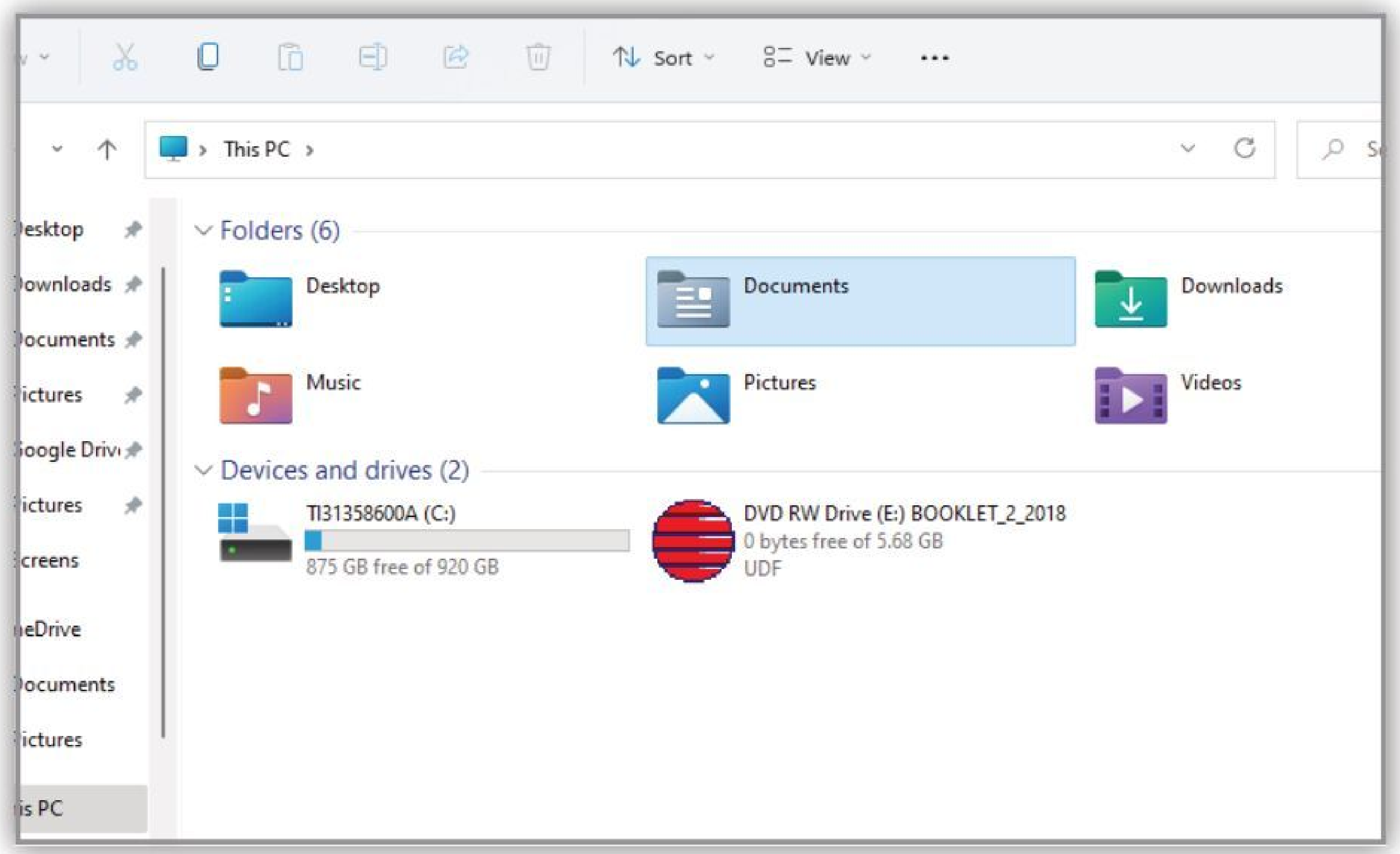
Step 3 There are new icons across all File Explorer views. And there are a lot more file operations that you can access on the menu at the top of the window (known as the 'ribbon'), without the need to use the right-click menu. This makes it easier to use on PCs with touch screens.


Downloads
New
Sort
View
Set as background
Rotate left
This PC › Downloads
A long time ago (55)
55 items 1 item selected 1.72 MB

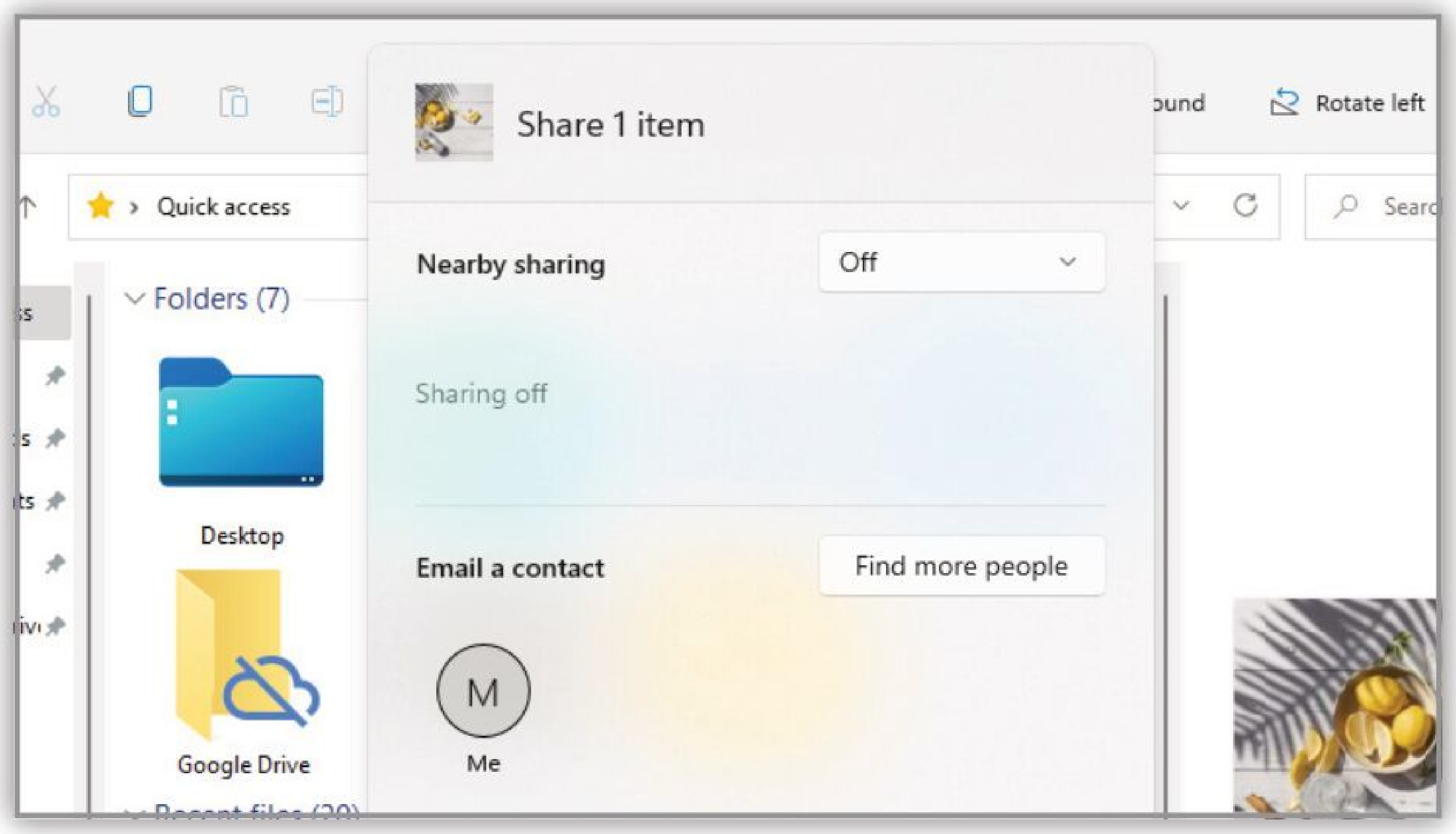
Step 4 The new icons are all fairly self-explanatory if you have used any PC in the past. There are icons for Cut, Copy, Delete, Rename and Share, as well as folder control icons like View and Sort. If you are unsure what any icon does, just hover your pointer over one to see a label pop up.


ile Explorer
Copy
New
Sort
Quick access
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Folders (7)
Desktop
Downloads
Documents

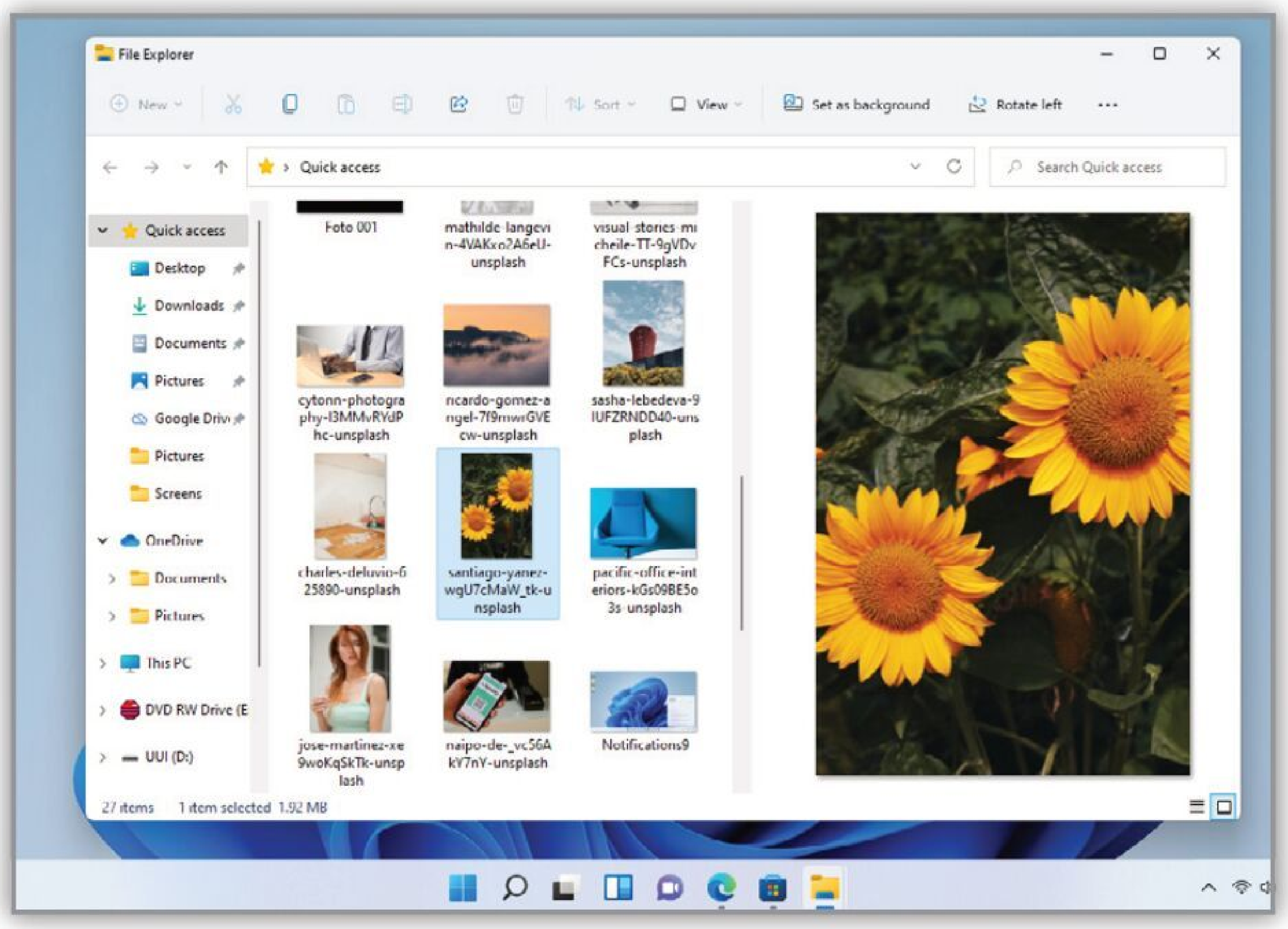
Step 5 The simplification continues on the This PC screen. All of the controls are still there, you just need to click on the More menu (the three dots) in the top bar. This menu is contextual. For example, select a drive such as C: and then click the menu to see options such as "Map network drive" and "Burn to disc".


Sort
View
This PC
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (2)
TI31358600A (C:)
875 GB free of 920 GB
DVD RW Drive (E:) BOOKLET_2_2018
0 bytes free of 5.68 GB
UDF

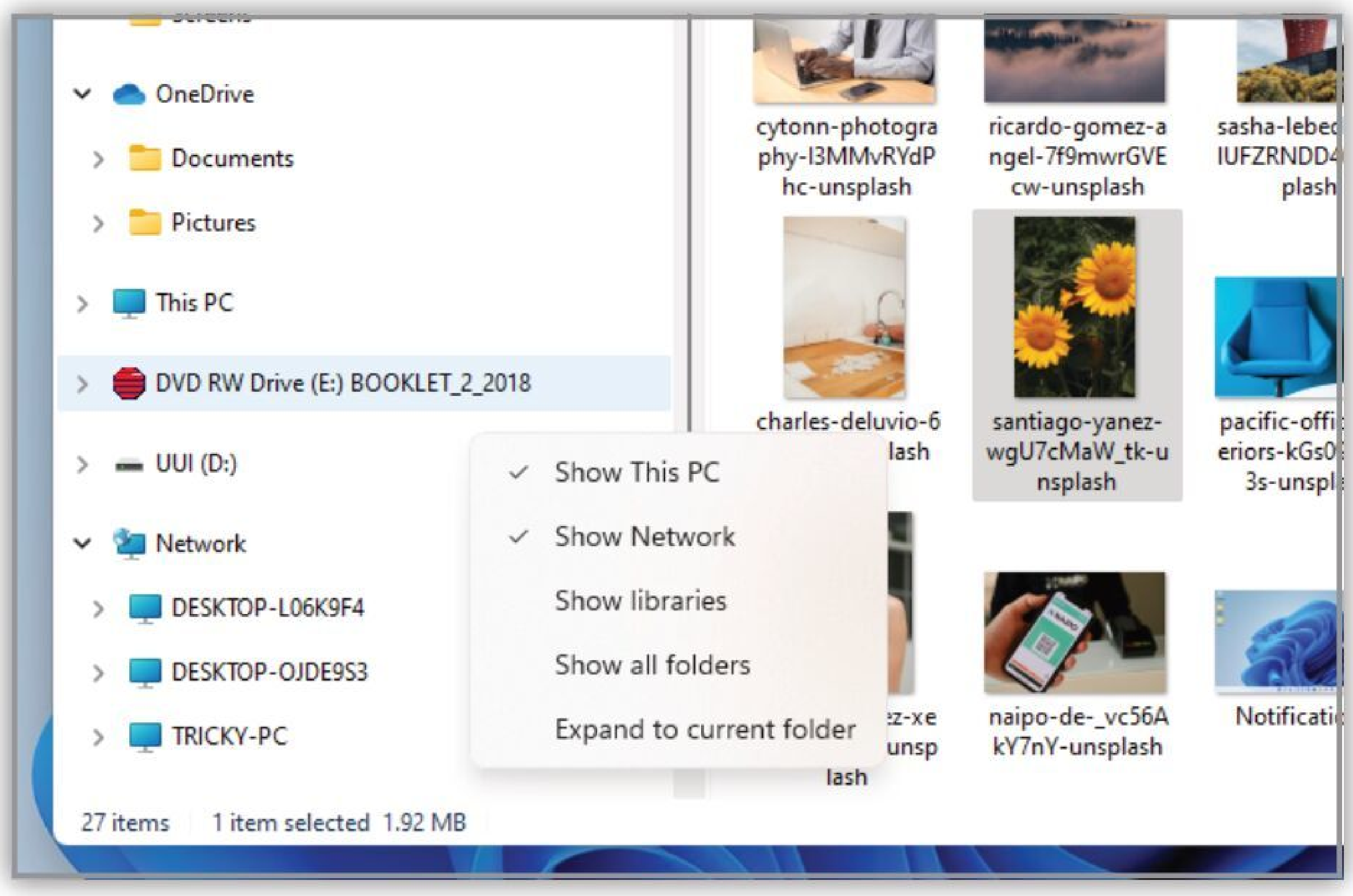
Step 6 Sharing files in File Explorer is again similar to Windows 10. Select one or more files in the window, click the Share button and the share panel will open. The sharing options shown here will vary depending on which apps you have installed and which communication features you have decided to set up.


Share 1 item
Nearby sharing
Off
Sharing off
Email a contact
Find more people
Me
Quick access
Folders (7)
Desktop
Google Drive
Rotate left

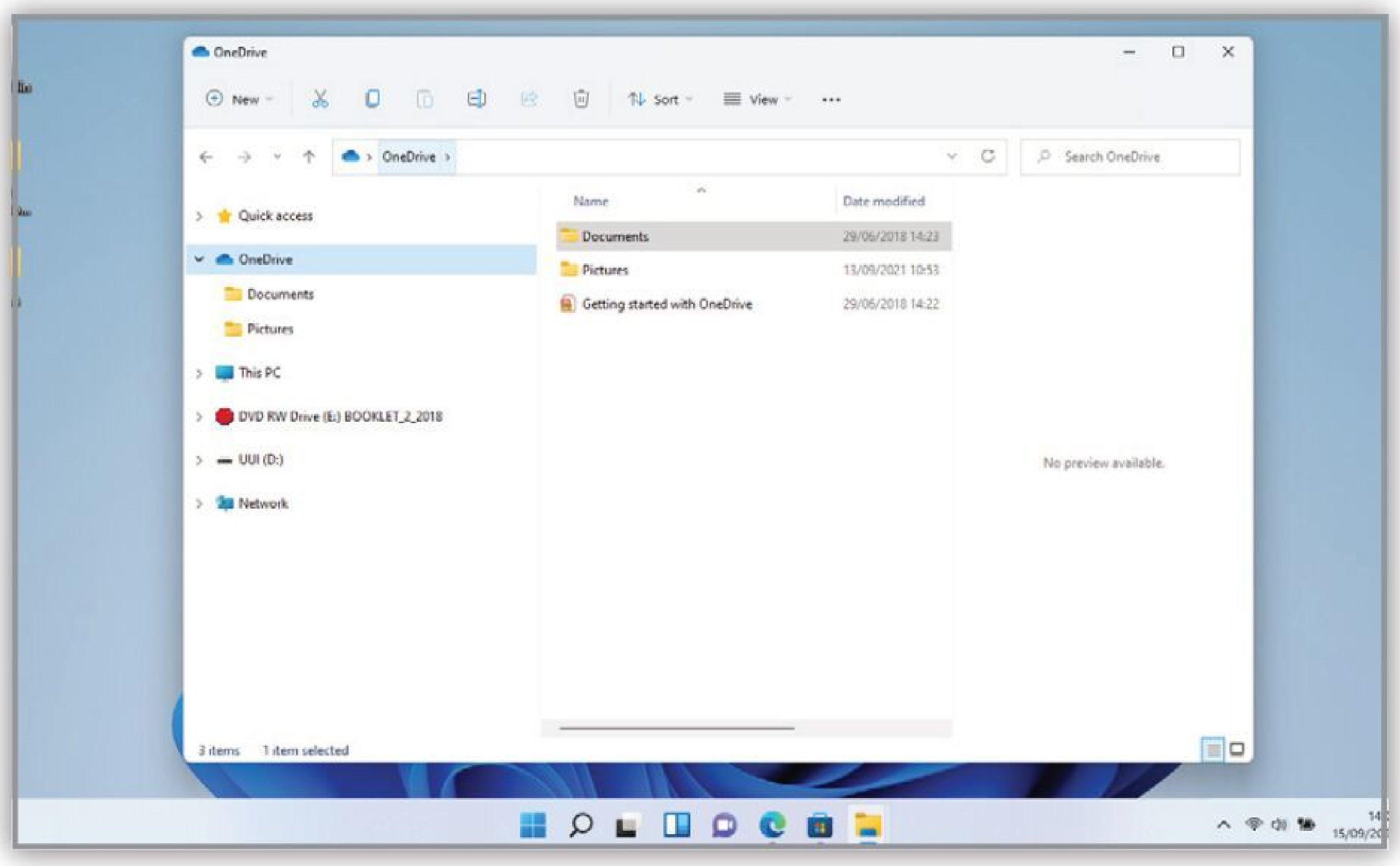
Step 7 When viewing some files, such as photos, in File Explorer, it can be useful to see a larger preview. This feature if turned off by default, but can be enabled at any time. In any folder in File Explorer, click the View tab and then click Show. From the new menu you can choose to see a Preview pane.


File Explorer
Quick access
Set as background
Rotate left
27 items 1 item selected 1.92 MB

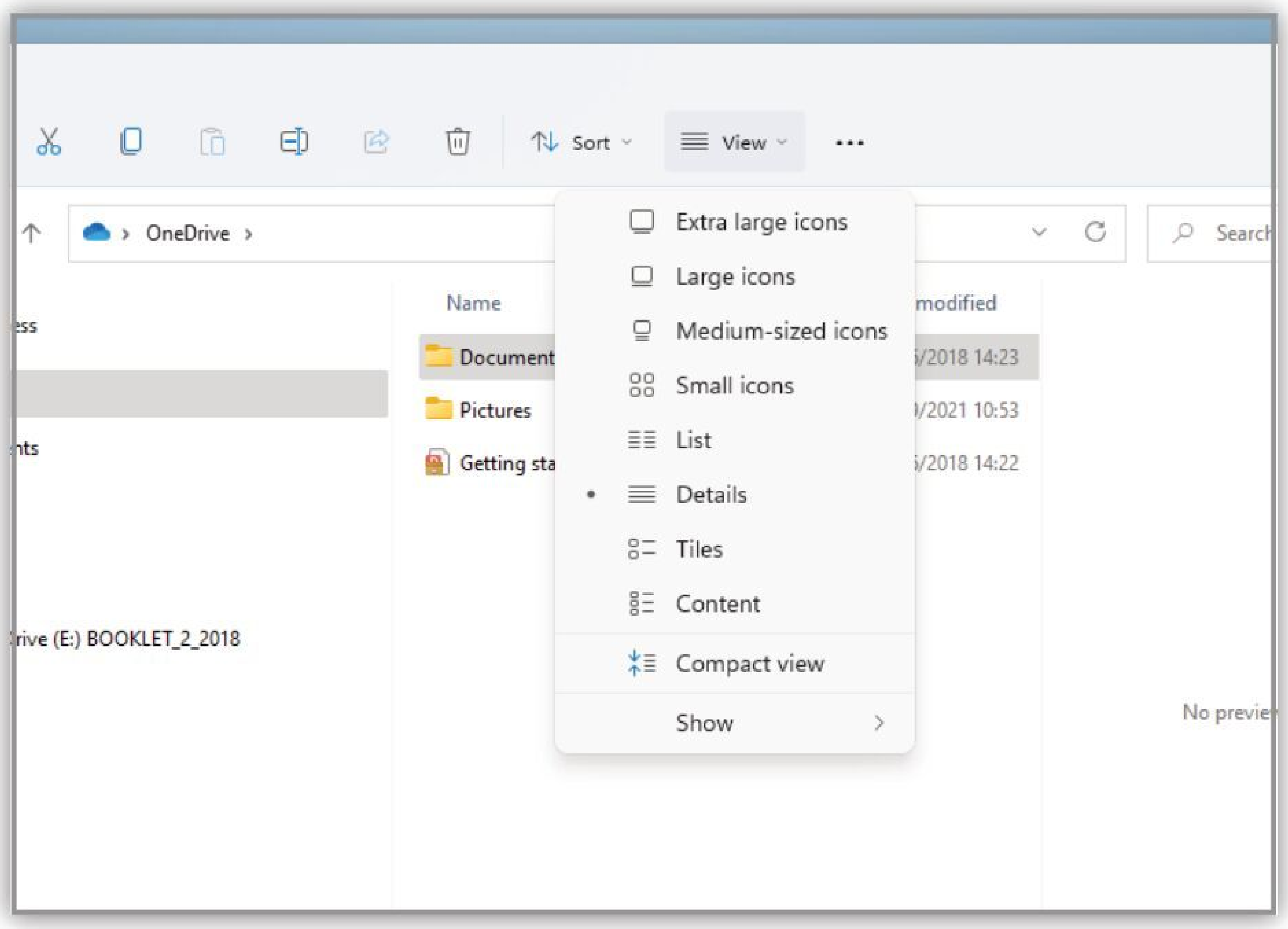
Step 8 You can access just about every folder on your computer, both system and created folders, from the File Explorer. There are several folders in the sidebar that are always shown, including This PC, Network and OneDrive. Right click on the sidebar to add even more useful folders to this area.


OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKLET_2_2018
UUI (D:)
Network
DESKTOP-L06K9F4
DESKTOP-OJDE9S3
TRICKY-PC
✓ Show This PC
✓ Show Network
Show libraries
Show all folders
Expand to current folder
27 items 1 item selected 1.92 MB

Step 9 If you've come from an earlier version of Windows, you should be familiar with OneDrive. It's Microsoft's cloud storage application and it's available to access directly from File Explorer in Windows 11; so you can view your cloud-stored files just as if they were on your computer.


OneDrive
Documents
Pictures
Getting started with OneDrive
No preview available.

Step 10 You can quickly change how you view files in File Explorer using the folder view buttons in the bottom-right corner (thumbnail view or detail view). There are many more folder options, including privacy and view options, accessed by clicking the More button and then choosing Options.


Sort
View
OneDrive
Extra large icons
Large icons
Medium-sized icons
Small icons
List
Details
Tiles
Content
Compact view
Show

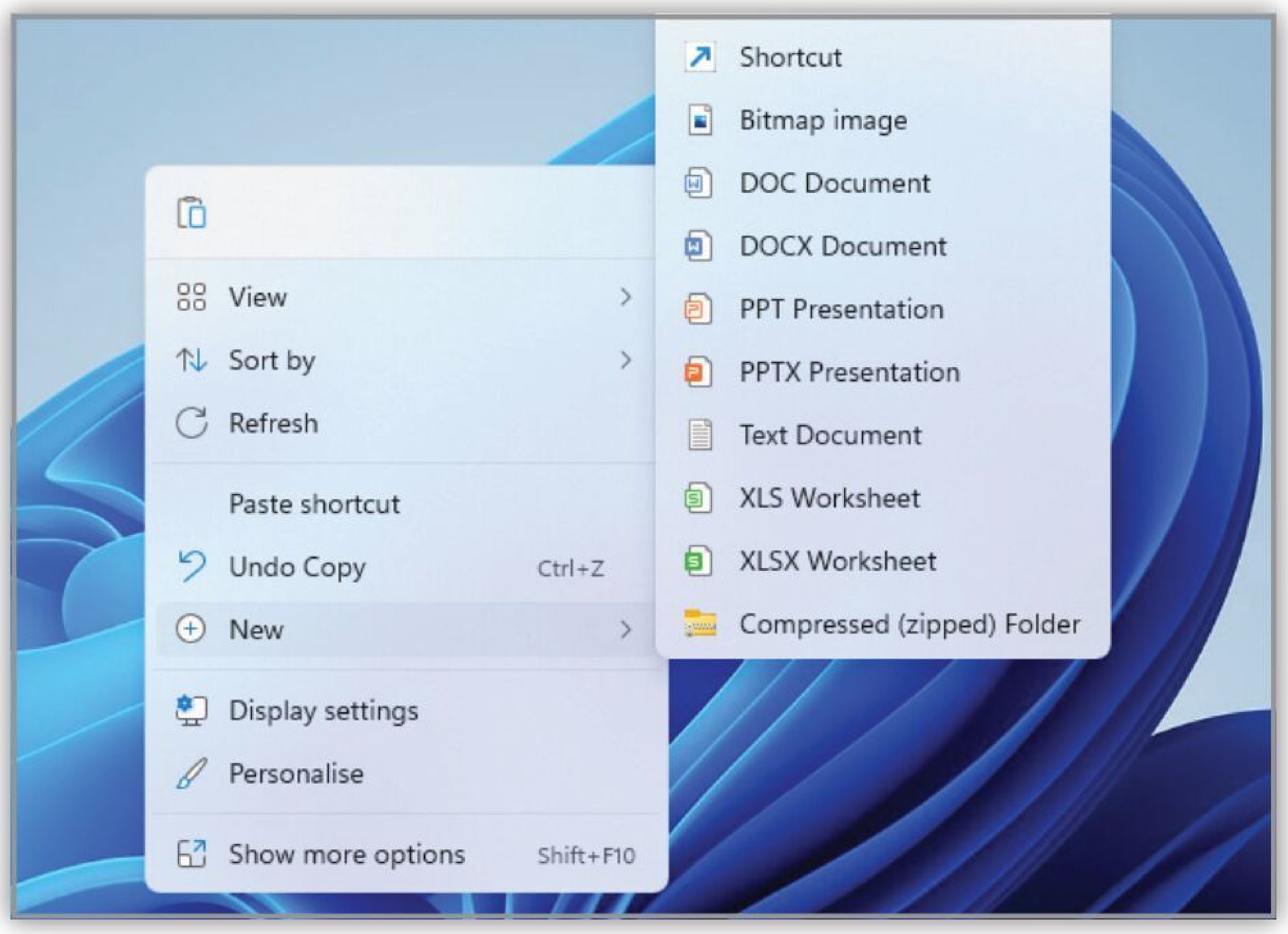
Create and Manage Folders

Despite all of the changes to the Window's OS, folders have remained one of the core tools for organising your files. Much more than just boxes to keep your photos or music files in, folders can really help to improve how you use Windows 11 on a day-to-day basis.

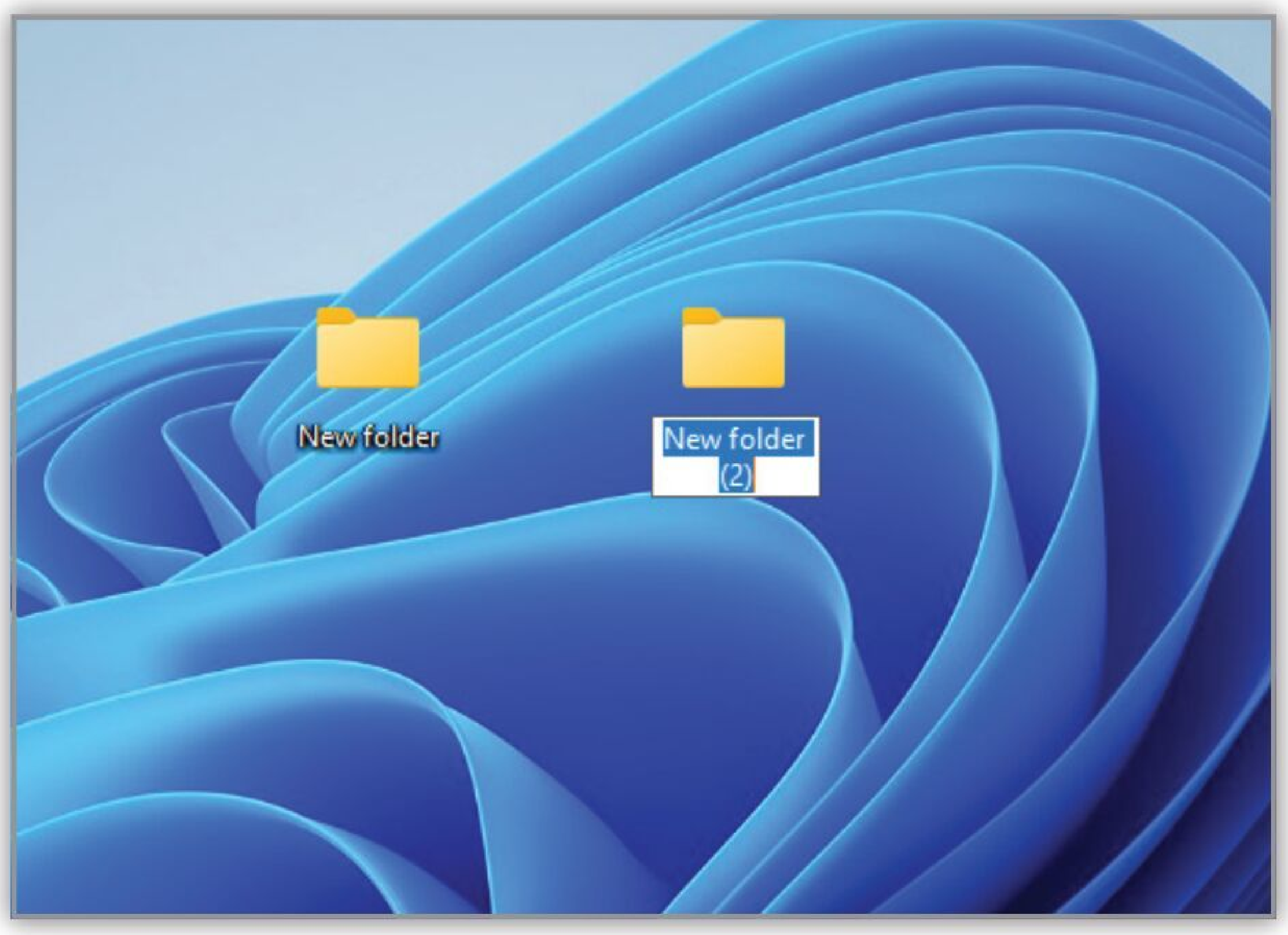
Creating New Folders

It may seem too simple if you are a long time Windows user, but here's a look at how to create new folders on the desktop and within other folders.

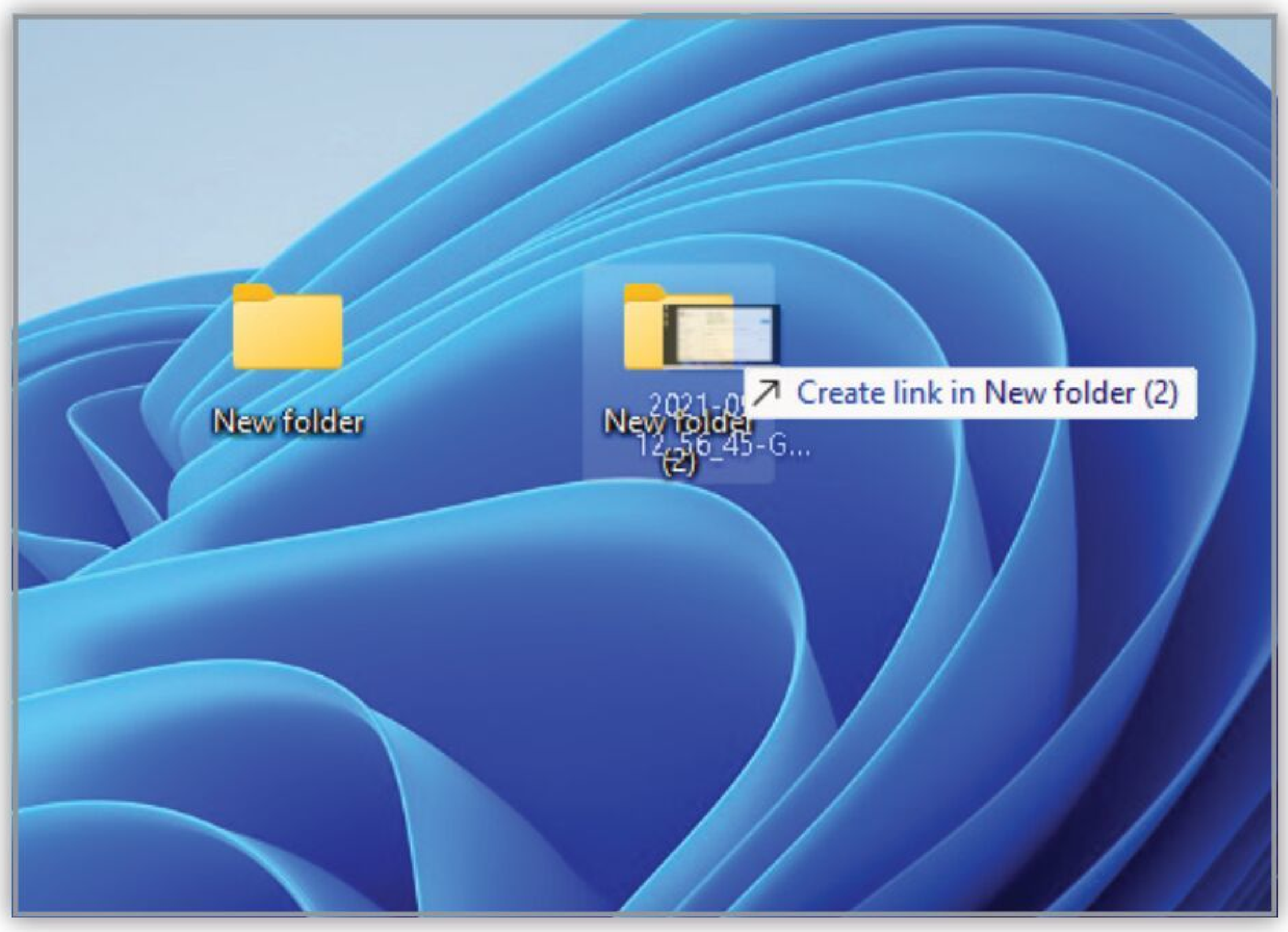
Step 1 On the desktop, right-click and select New folder from the action menu that appears. The familiar yellow folder icon will then appear at that position on the desktop (wherever you clicked), with the name automatically set as 'New folder' but highlighted ready to change.


View
Sort by
Refresh
Paste shortcut
Undo Copy Ctrl+Z
New
Display settings
Personalise
Show more options Shift+F10
Shortcut
Bitmap image
DOC Document
DOCX Document
PPT Presentation
PPTX Presentation
Text Document
XLS Worksheet
XLSX Worksheet
Compressed (zipped) Folder

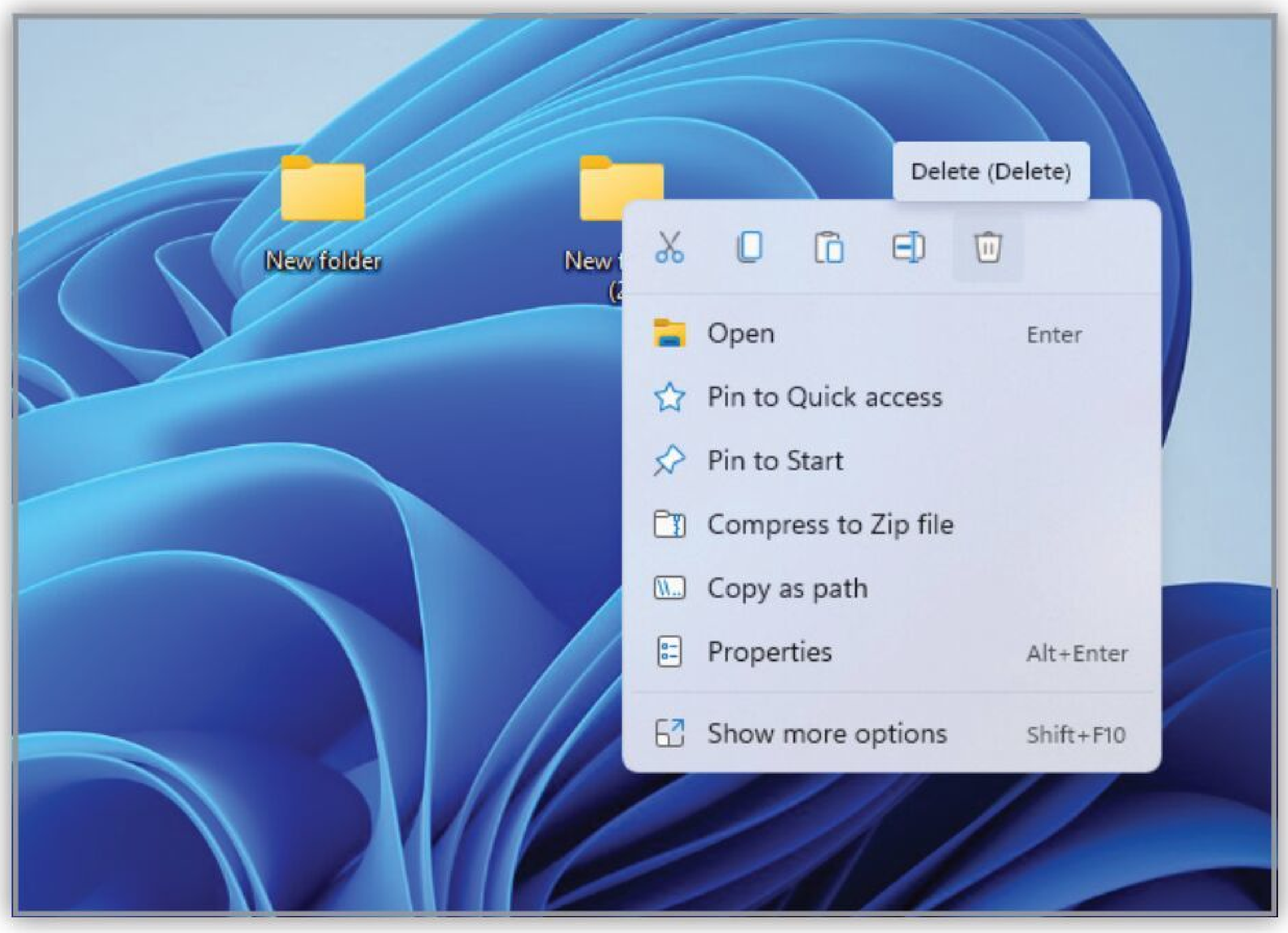
Step 2 You can leave the name as 'New folder' if you wish. If you then create a second folder next to the first, it will automatically be named 'New folder (2)'. You can rename a folder at any time by left-clicking on the title once, or right-clicking and selecting Rename from the menu.


New folder
New folder (2)

Step 3 Double-click any folder to open it and view the contents. You can move items into a folder by selecting, dragging and dropping into an open folder or a closed one. If the folder is closed, drag the selected items over the top of it until the folder is highlighted, then release.


New folder
New folder (2)
2021-0
12-36_45-G...
Create link in New folder (2)

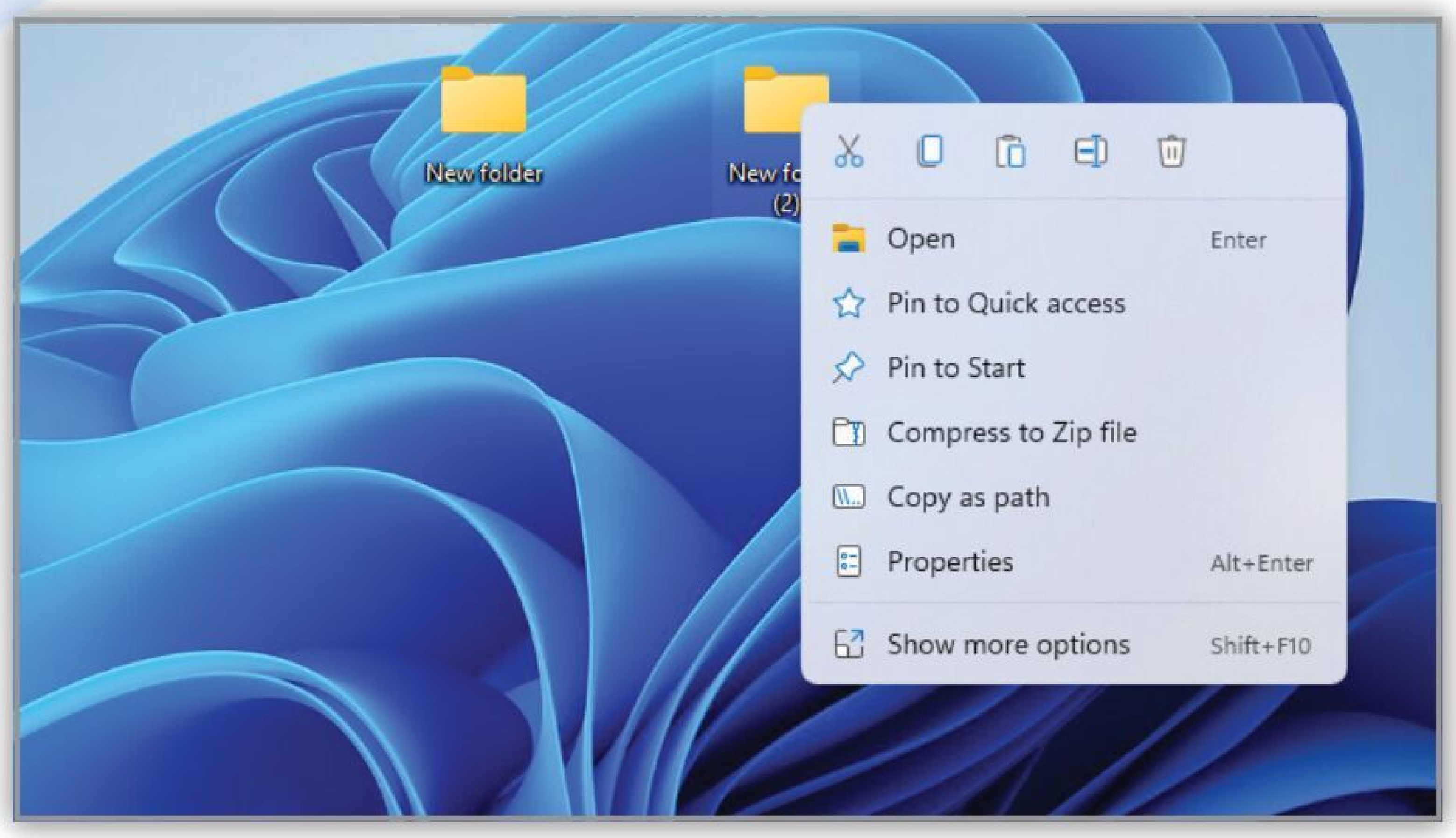
Step 4 To delete a folder, right-click on it and select Delete from the action menu. You can also click and drag the folder to the Recycle Bin icon on your desktop. Anything in the folder will also be placed in the recycle bin. To move folders around the desktop, just click, drag and drop them.


New folder
Delete (Delete)
Open Enter
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties Alt+Enter
Show more options Shift+F10

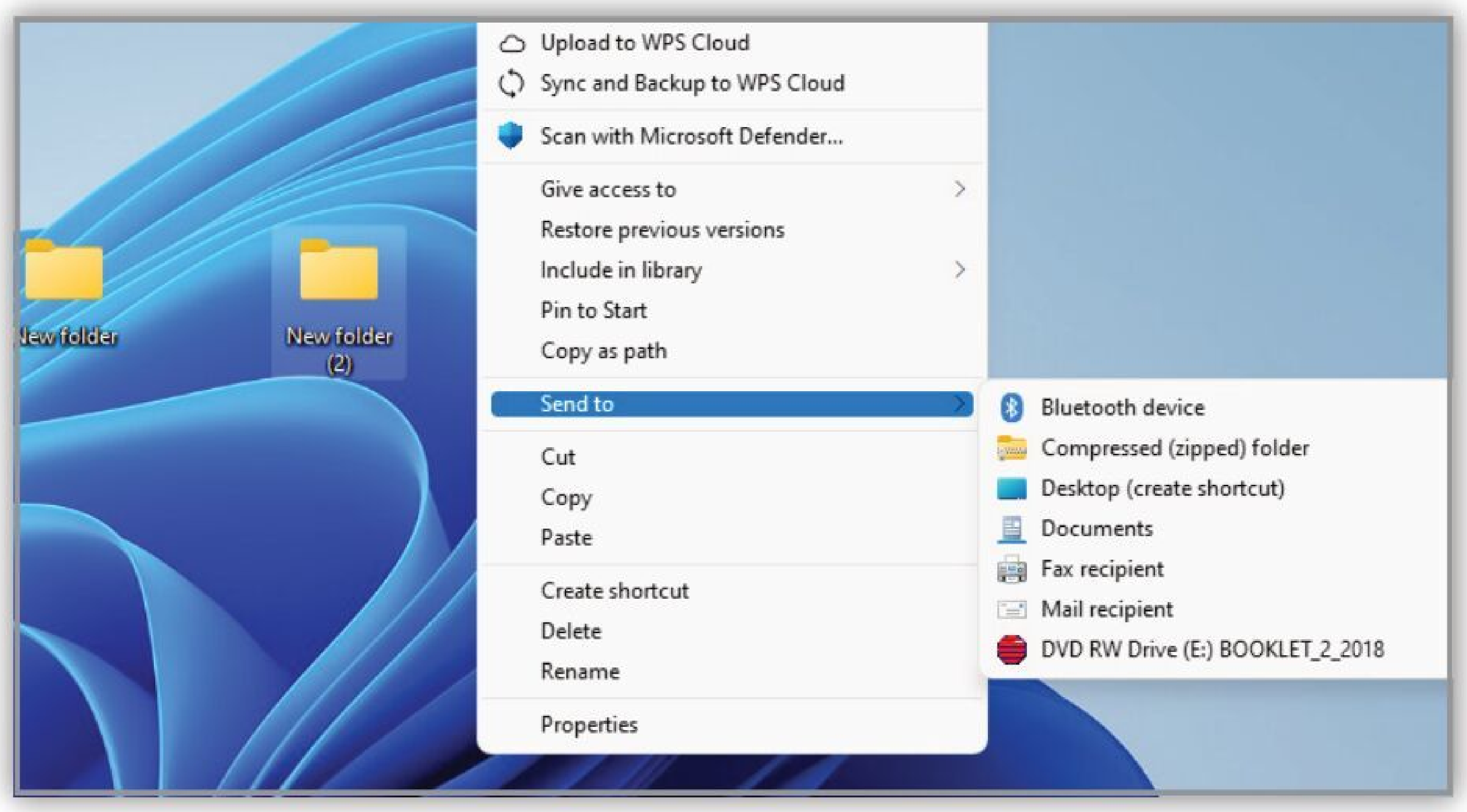
Managing Your Folders

Once created, folders can be adapted and customised in a number of ways. You can even change the default icon used whenever a new folder is added.

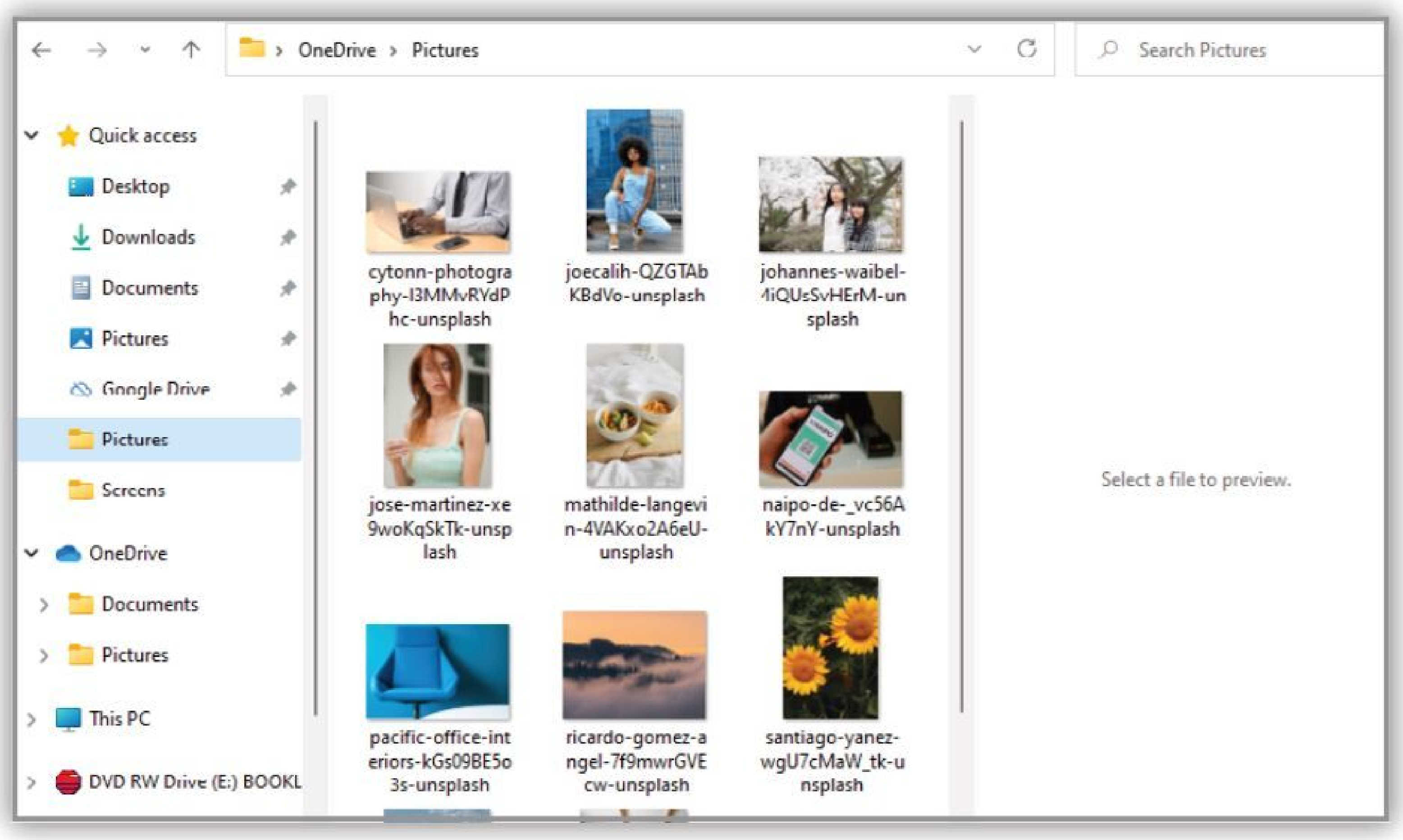
Step 1 You can manage a folder in a number of ways, without even opening it. Right-click on any folder and the action menu appears. The exact options that appear will depend on the apps or software you have installed but can include: scan for viruses, compress, shred, zip and more.


New folder
New folder (2)
Open Enter
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties Alt+Enter
Show more options Shift+F10

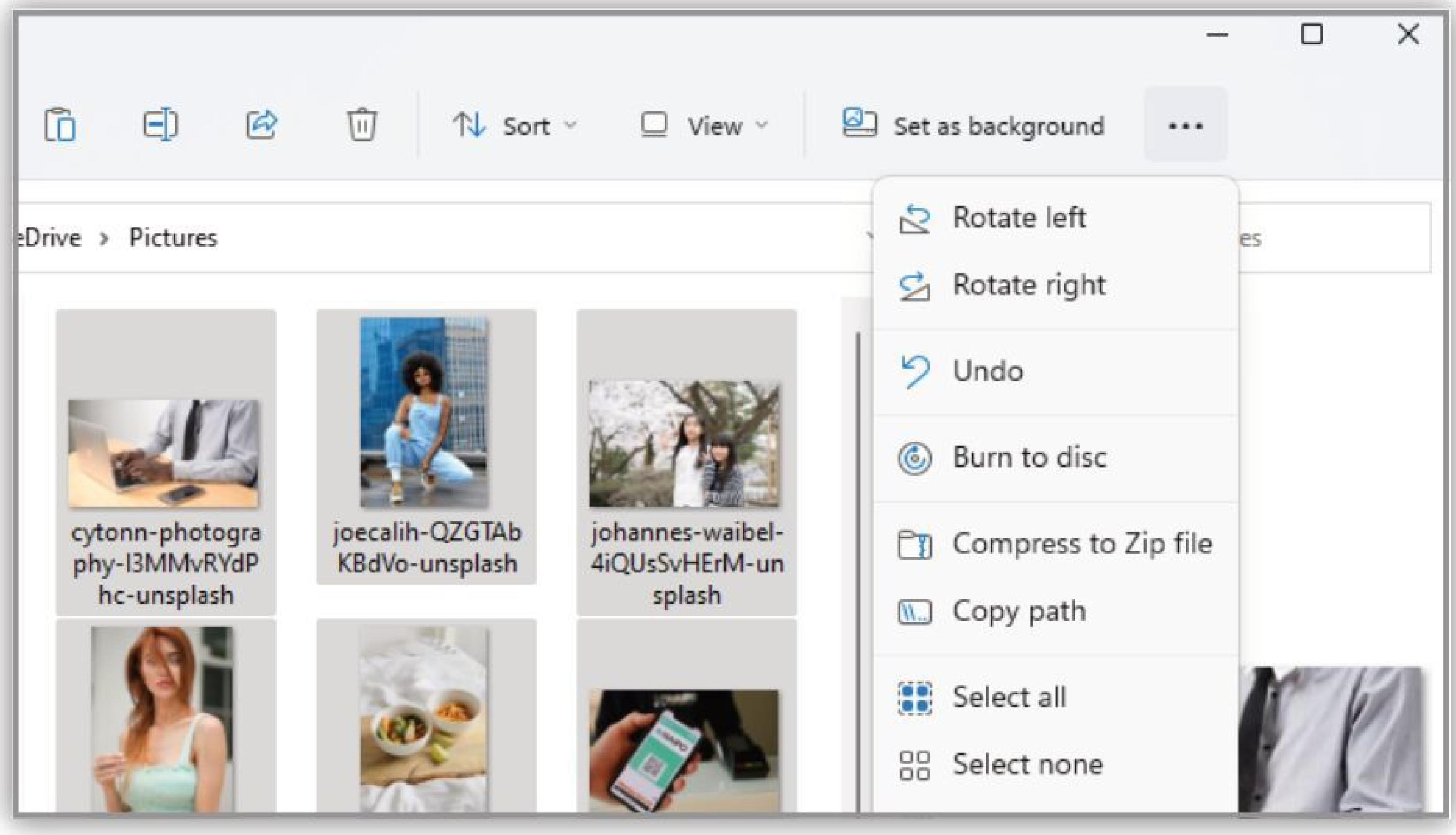
Step 2 The standard (Windows 11) options in the folder action menu include: Pin to Quick Access, Open, Share, Pin to Start, Send To, Cut, Copy, Rename and Delete. Some of these options are shown as new icons along the top of the action menu. You can see more folder options by clicking that option.


Upload to WPS Cloud
Sync and Backup to WPS Cloud
Scan with Microsoft Defender...
Give access to
Restore previous versions
Include in library
Pin to Start
Copy as path
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties
Bluetooth device
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient
DVD RW Drive (E:) BOOKLET_2_2018
New folder
New folder (2)

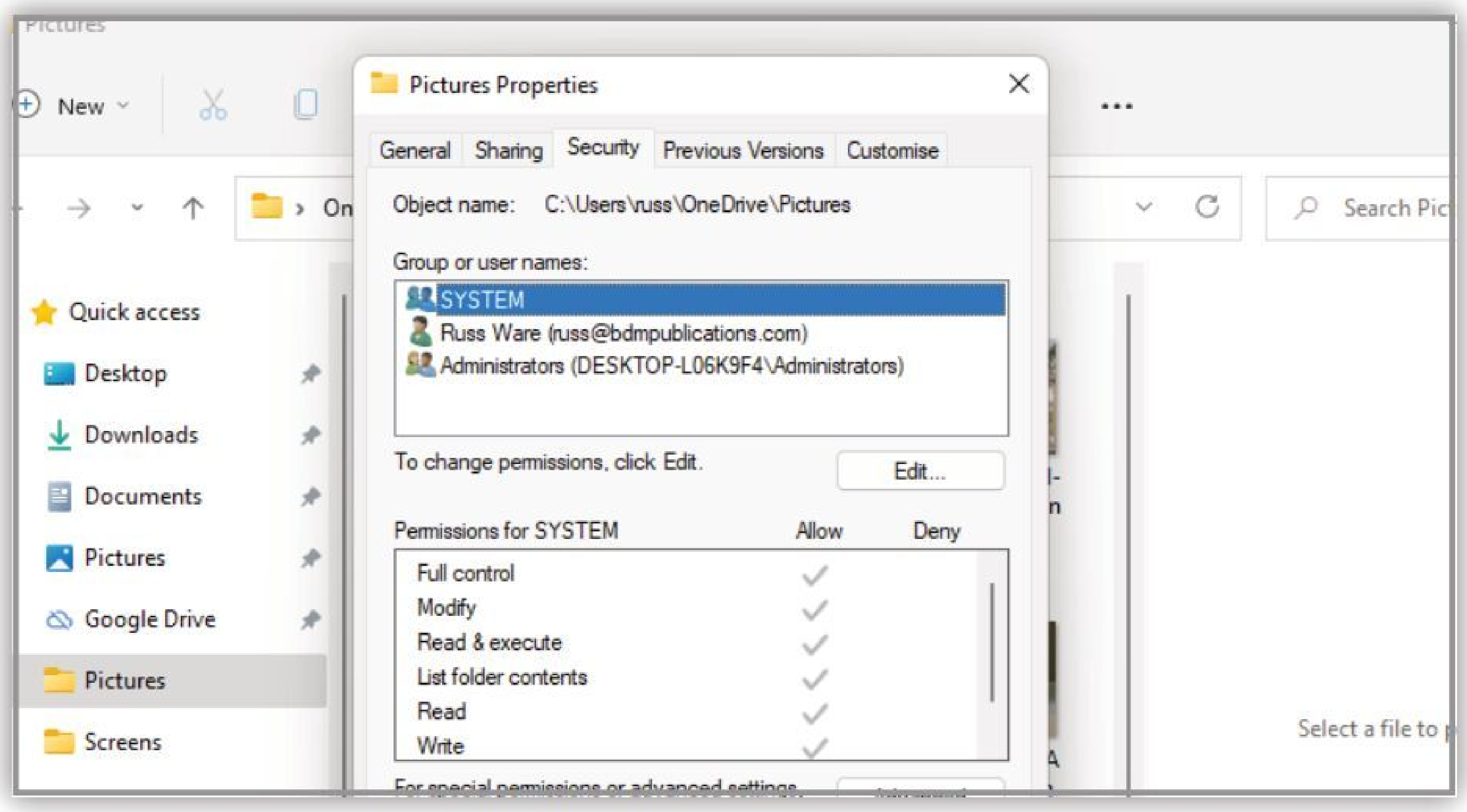
Step 3 Open the folder and a whole range of further options are available along the top of the new window. Again, these are a mix of icons and test options. When you select something in the folder, yet more options will appear, which vary depending on the type of file you selected in the folder.


OneDrive › Pictures
Search Pictures
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKL
cytonn-photography-I3MMvRYdPhc-unsplash
joecalih-QZGTAbKBdVo-unsplash
johannes-waibel-4iQUsSvHErM-unsplash
jose-martinez-xe9woKqSkTk-unsplash
mathilde-langevin-4VAKxo2A6eU-unsplash
naipo-de-_vc56AkY7nY-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
santiago-yanez-wgU7cMaW_tk-unsplash
Select a file to preview.

Step 4 Most of these options are self-explanatory, such as copy, paste and select all, but some are a little more confusing. Most casual computer users won't need to use 90 per cent of the options in day-to-day use but it is worth understanding them anyway. Add a few files to the folder and experiment.


Sort
View
Set as background
...
Drive › Pictures
Rotate left
Rotate right
Undo
Burn to disc
Compress to Zip file
Copy path
Select all
Select none
cytonn-photography-I3MMvRYdPhc-unsplash
joecalih-QZGTAbKBdVo-unsplash
johannes-waibel-4iQUsSvHErM-unsplash

Step 5 If you want to get really deep into managing your folders, there are even more options to explore. Open any folder and right-click anywhere inside the main window. From the action menu that appears, click Properties. Here you can manage all sort of things; from security to icon style.


Pictures Properties
General
Sharing
Security
Previous Versions
Customise
Edit...
Allow
Deny
New
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
Search Pic
Select a file to p

Object name: C:\Users\russ\OneDrive\Pictures

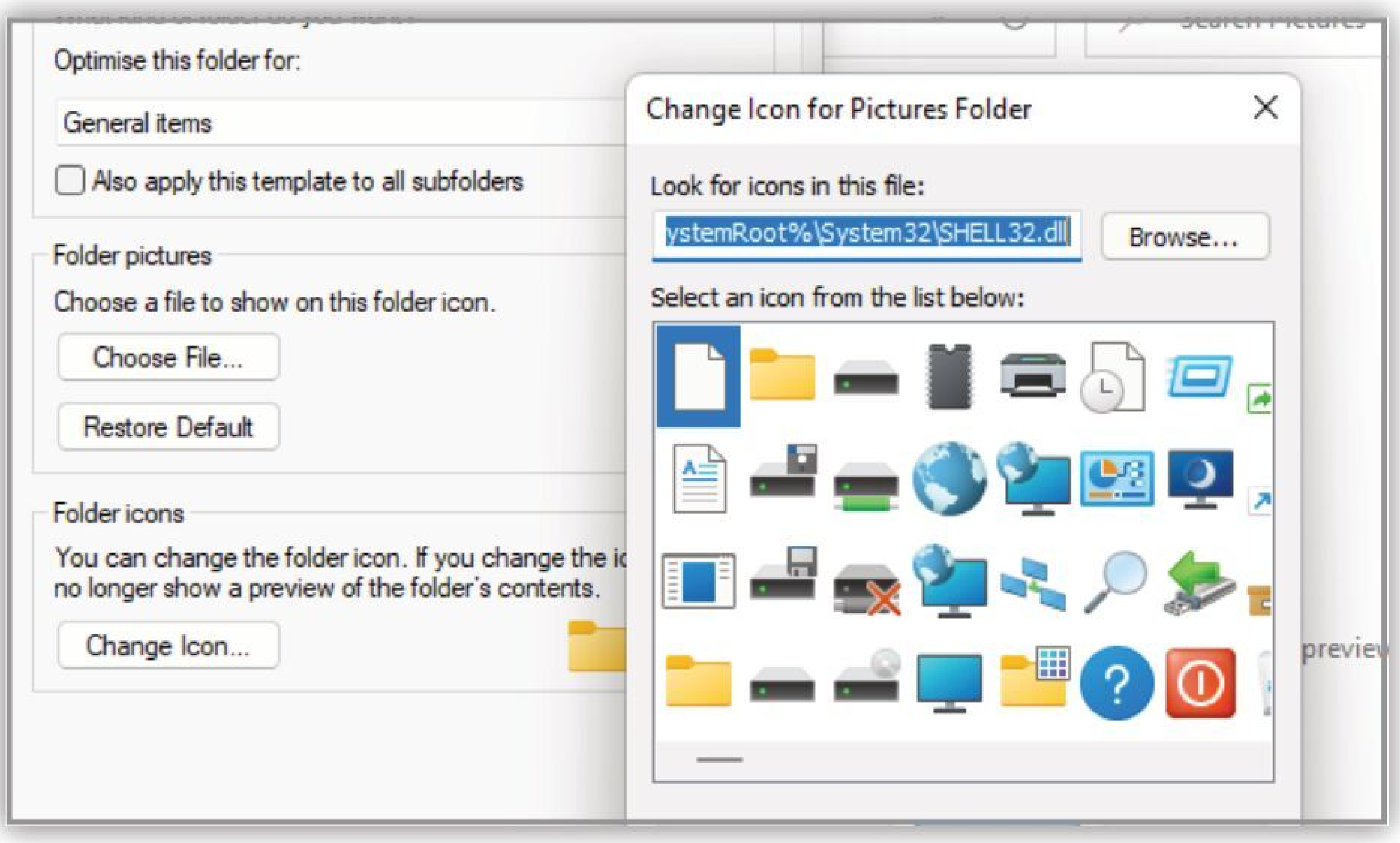
Group or user names:
SYSTEM
Russ Ware (russ@bdmpublications.com)
Administrators (DESKTOP-L06K9F4\Administrators)

To change permissions, click Edit.

Permissions for SYSTEM

	Allow	Deny
Full control	✓	
Modify	✓	
Read & execute	✓	
List folder contents	✓	
Read	✓	
Write	✓	

Step 6 To change the icon style (which will change the style of all folder icons), click the customise tab and then click Change Icon at the bottom. Scroll to view all of the available icons (downloaded icons can be accessed by browsing), click on your preferred icon and click OK.


Change Icon for Pictures Folder
Browse...
Choose File...
Restore Default
Change Icon...
Folder pictures
Folder icons

Optimise this folder for:
General items

☐ Also apply this template to all subfolders

Choose a file to show on this folder icon.

You can change the folder icon. If you change the ic
no longer show a preview of the folder's contents.

Look for icons in this file:
ystemRoot%\System32\SHELL32.dll

Select an icon from the list below:

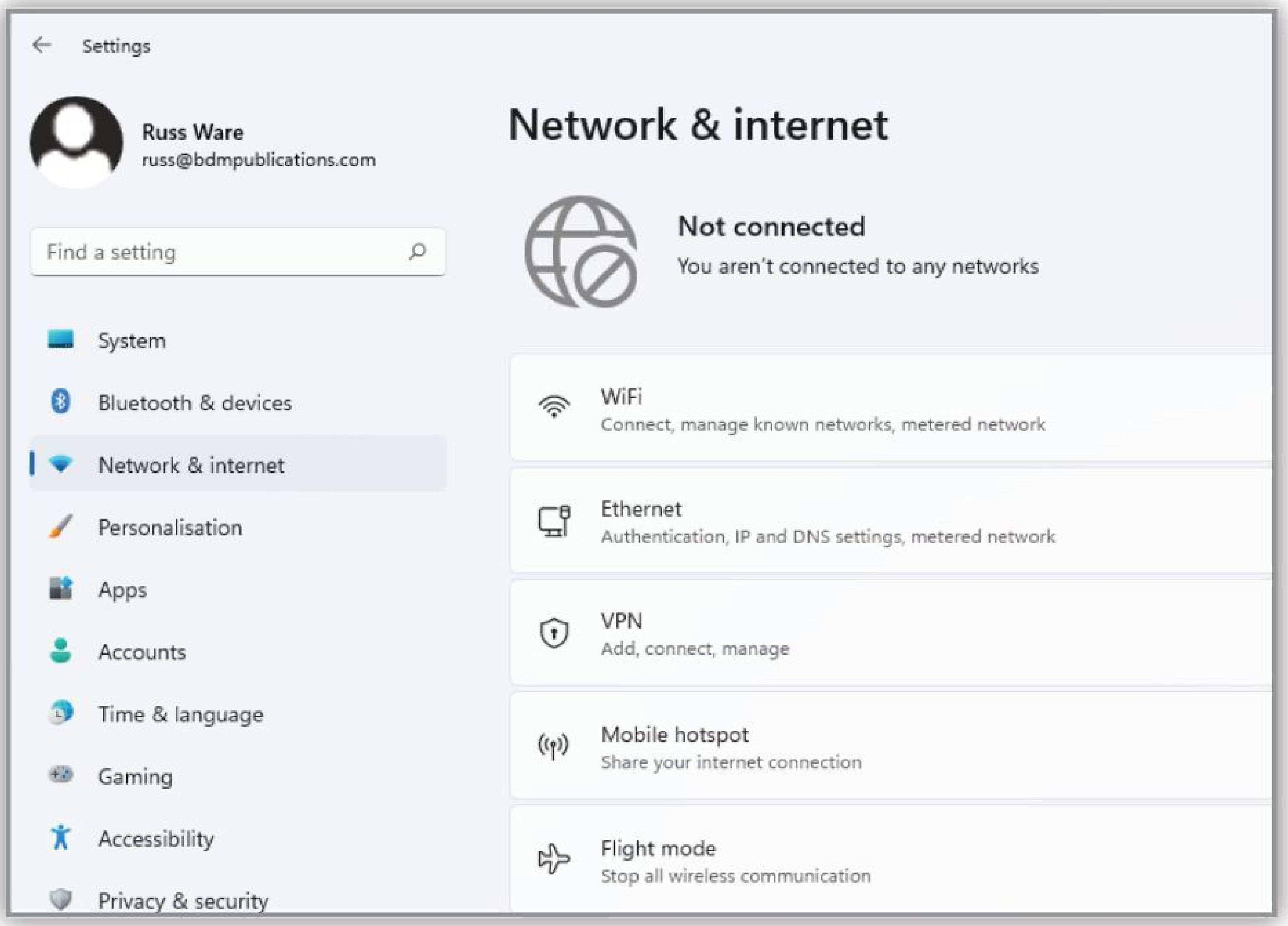
Connecting Your PC to the Internet

Setting an Internet connection is an important step. Windows 11 makes joining and managing networks easy, bringing all of the relevant settings together in one place, including VPN and hotspot settings; and even the Wi-Fi adaptor hardware properties.

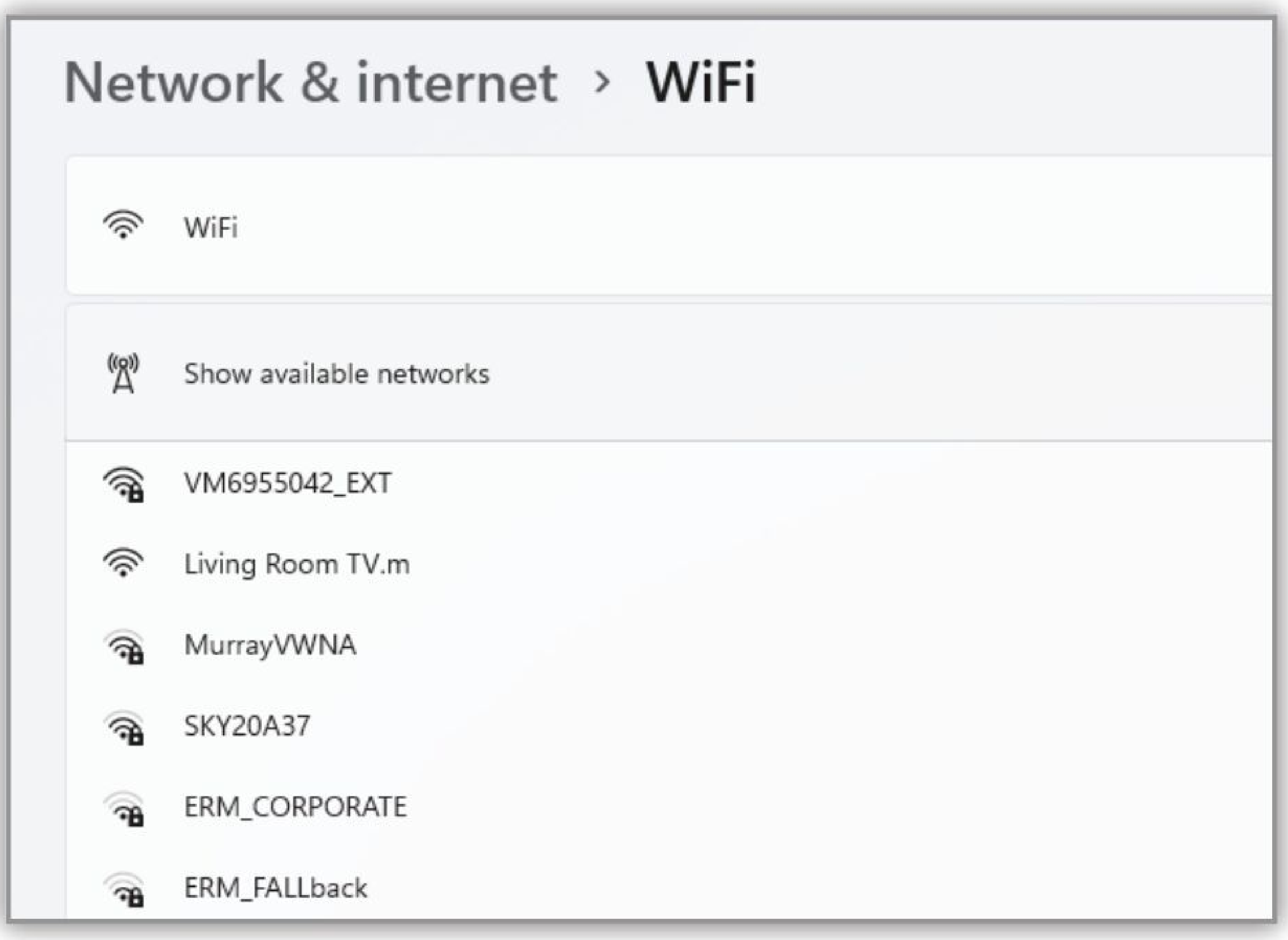
Connecting to Wi-Fi

A Wi-Fi network connection is now by far the most common way people connect to the Internet. The process should be fairly familiar to you by now, but if not, here are the exact steps to connect.

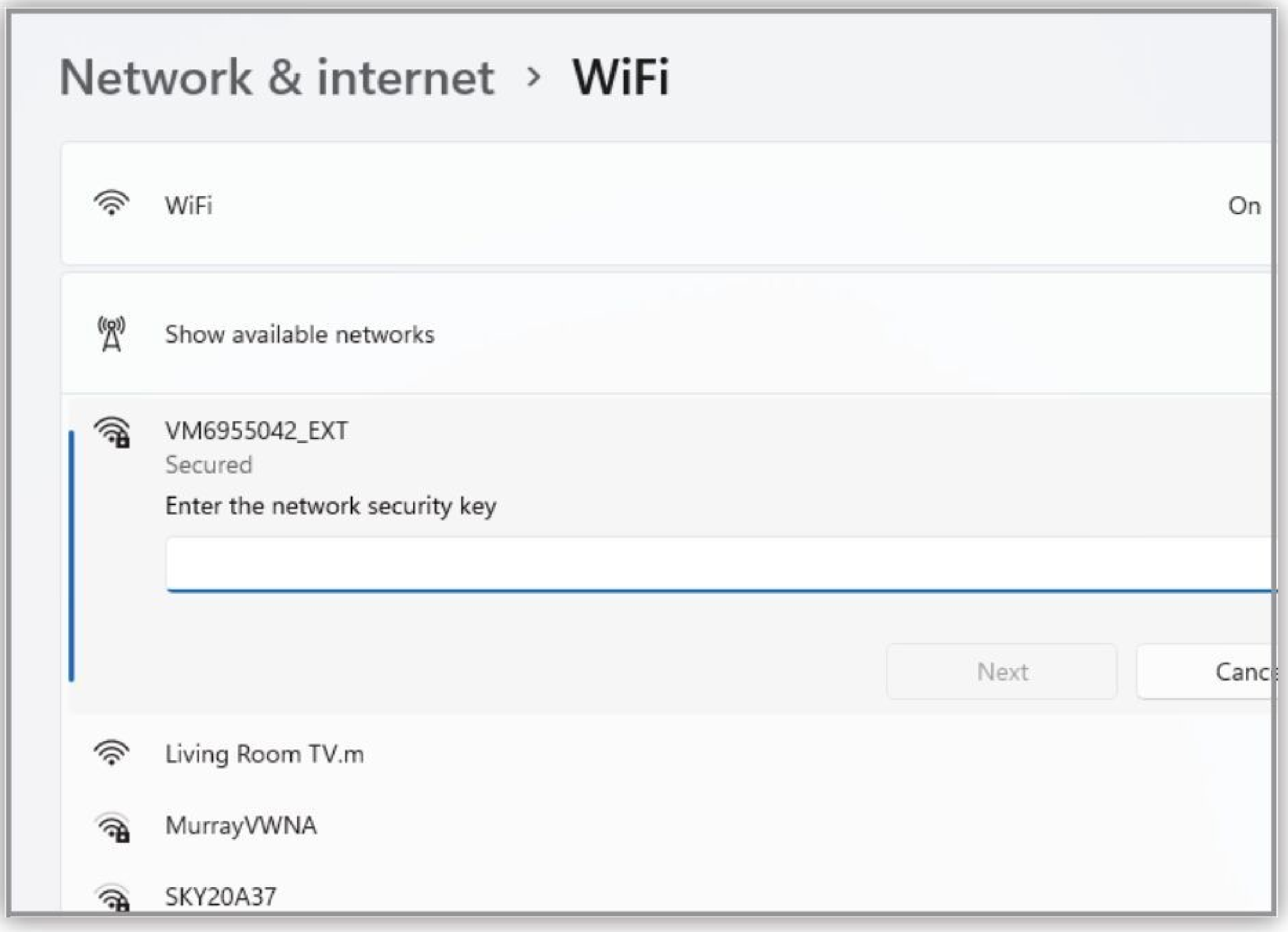
Step 1 If your computer is not connected to the Internet, Windows will display a small globe icon on the right side of the taskbar. You can either click this and select Wi-Fi from the quick settings, or you can open the main Settings app > Network & Internet > Wi-Fi (the best route with a brand new connection).


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Network & internet
Not connected
You aren't connected to any networks
WiFi
Connect, manage known networks, metered network
Ethernet
Authentication, IP and DNS settings, metered network
VPN
Add, connect, manage
Mobile hotspot
Share your internet connection
Flight mode
Stop all wireless communication

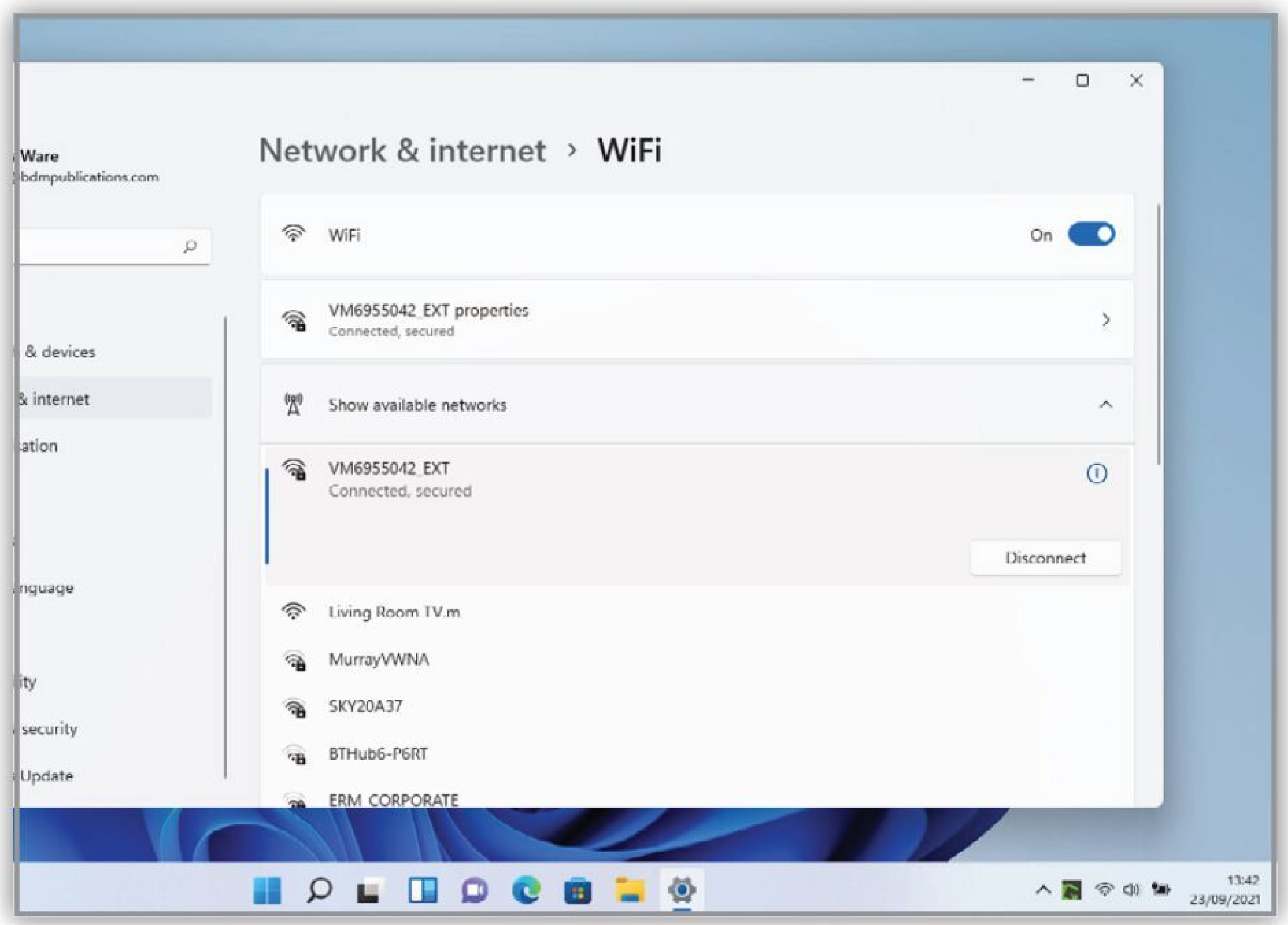
Step 2 Use the slider switch to enable Wi-Fi on your computer. Now click "Show available networks" to see a list of the networks within range of your computer. This may take a few seconds to scan and find the networks. Hopefully you will see the Wi-Fi network you want to connect to.


Network & internet › WiFi
WiFi
Show available networks
VM6955042_EXT
Living Room TV.m
MurrayVWNA
SKY20A37
ERM_CORPORATE
ERM_FALLback

Step 3 Click on the required network name in the list and then click "Connect". As this is probably the first time you are connecting, you will then need to enter the password (Network security key) for the network. Click "Next" and as long as the network/password is correct, you should be good to go.


Network & internet › WiFi
WiFi
On
Show available networks
VM6955042_EXT
Secured
Enter the network security key
Next
Canc
Living Room TV.m
MurrayVWNA
SKY20A37

Step 4 To disconnect from the Wi-Fi network at any time, open Settings > Network & Internet > Wi-Fi again, and click on the networks list. Click the Disconnect button. You can also choose to Forget the network (sometimes useful for troubleshooting connections), in the Manage known networks section.

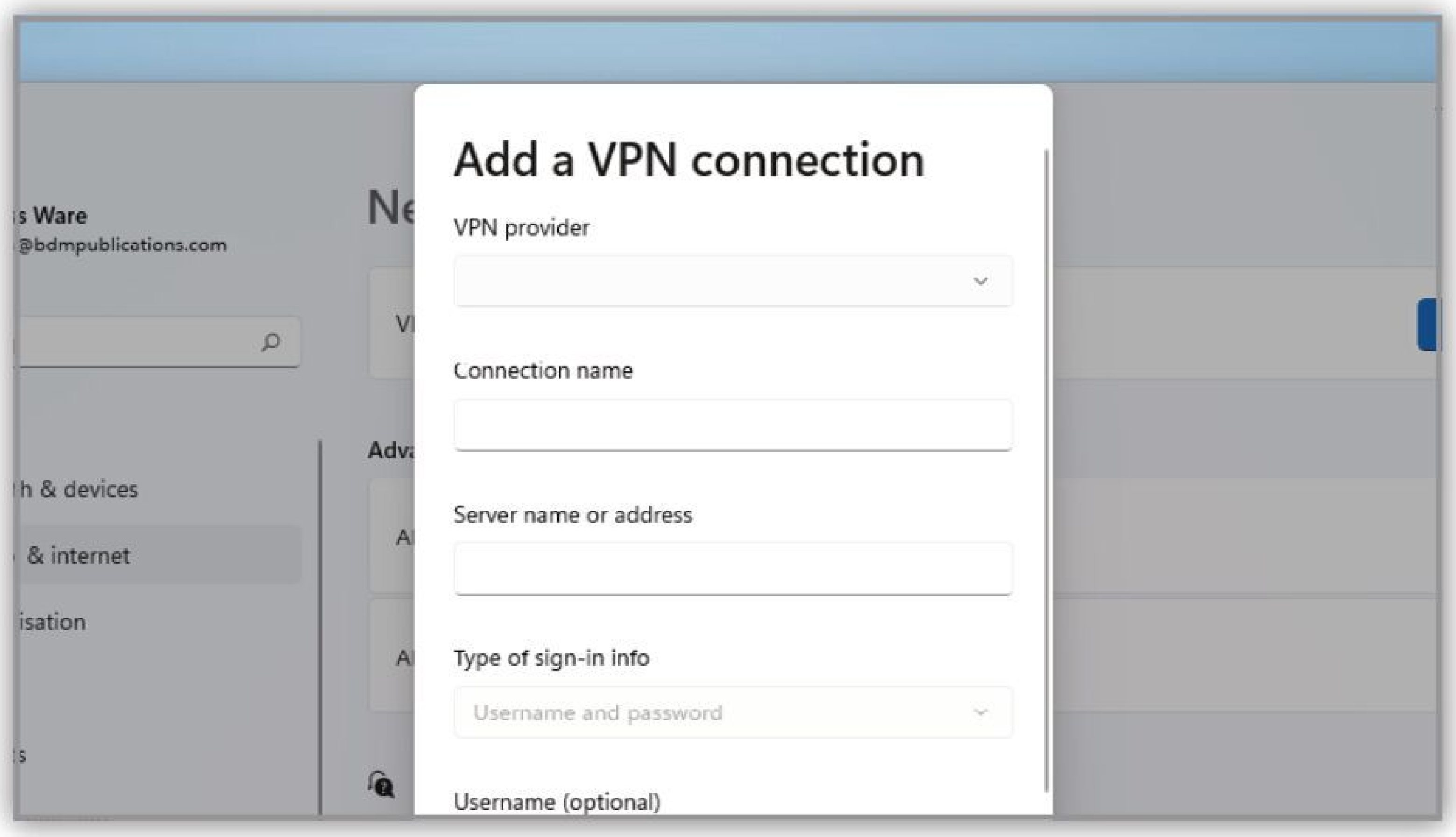

Network & internet › WiFi
WiFi
On
VM6955042_EXT properties
Connected, secured
Show available networks
VM6955042_EXT
Connected, secured
Disconnect
Living Room TV.m
MurrayVWNA
SKY20A37
BTHub6-P6RT
ERM_CORPORATE
13:47
23/09/2021

Manage Network Settings

We'll show you how to master your Wi-Fi settings and explain what you need to do if you have a problem connecting to the Internet.

VPN Settings

If you need to log in to a home VPN or corporate network, this is where you will need to enter the appropriate VPN settings. It's fairly easy to do but you'll need the configuration details from your IT help desk (they will have to enable your VPN access), plus your username and password.



Add a VPN connection

VPN provider

Connection name

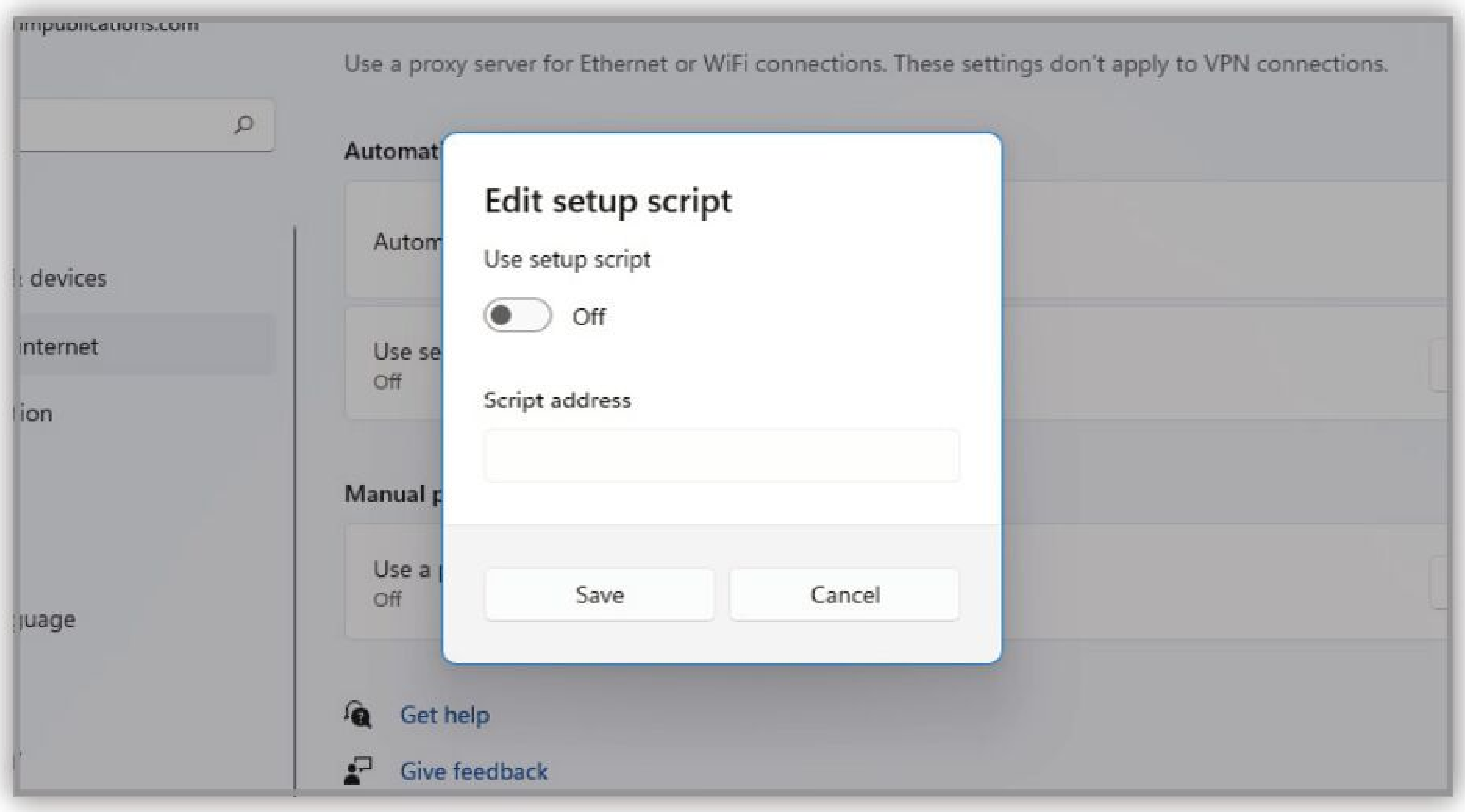
Server name or address

Type of sign-in info: Username and password

Username (optional)

Proxy Settings

If you use a proxy server, this is where you enter any specific settings to do with that. However, Windows 11 should automatically detect proxy settings. Note that the settings you configure here won't apply if you connect via a VPN, because a VPN essentially skips the need for a proxy.



Use a proxy server for Ethernet or WiFi connections. These settings don't apply to VPN connections.

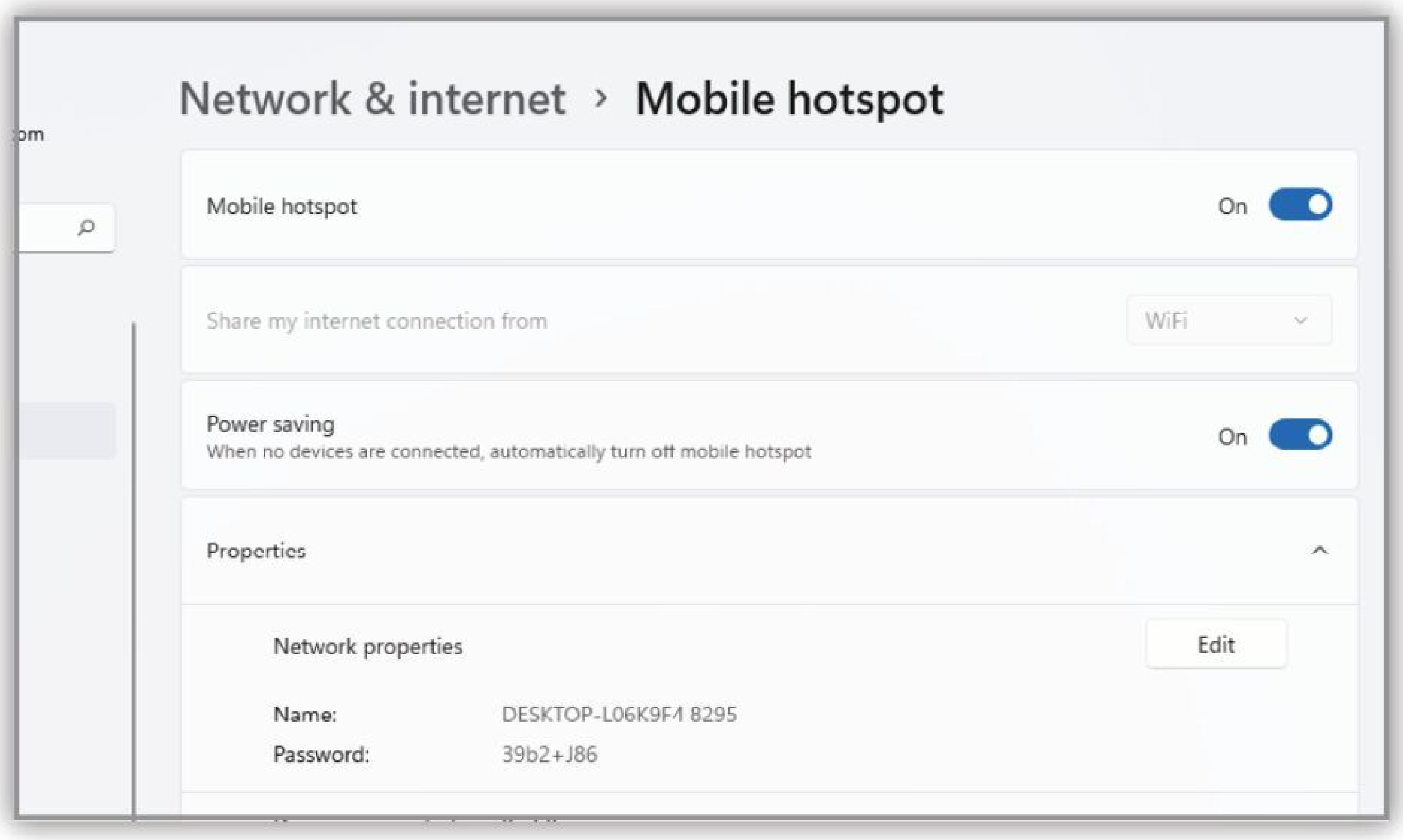
Edit setup script

Use setup script: Off

Script address

Mobile Hotspot

You can turn your Windows 11 PC into a mobile hotspot, sharing your Internet connection with other devices over Wi-Fi. You can share Wi-Fi, ethernet or cellular data connections. Once enabled, other devices will be able to see your computer when they search for networks to connect to.



Network & internet › Mobile hotspot

Mobile hotspot: On

Share my internet connection from: WiFi

Power saving: On
When no devices are connected, automatically turn off mobile hotspot

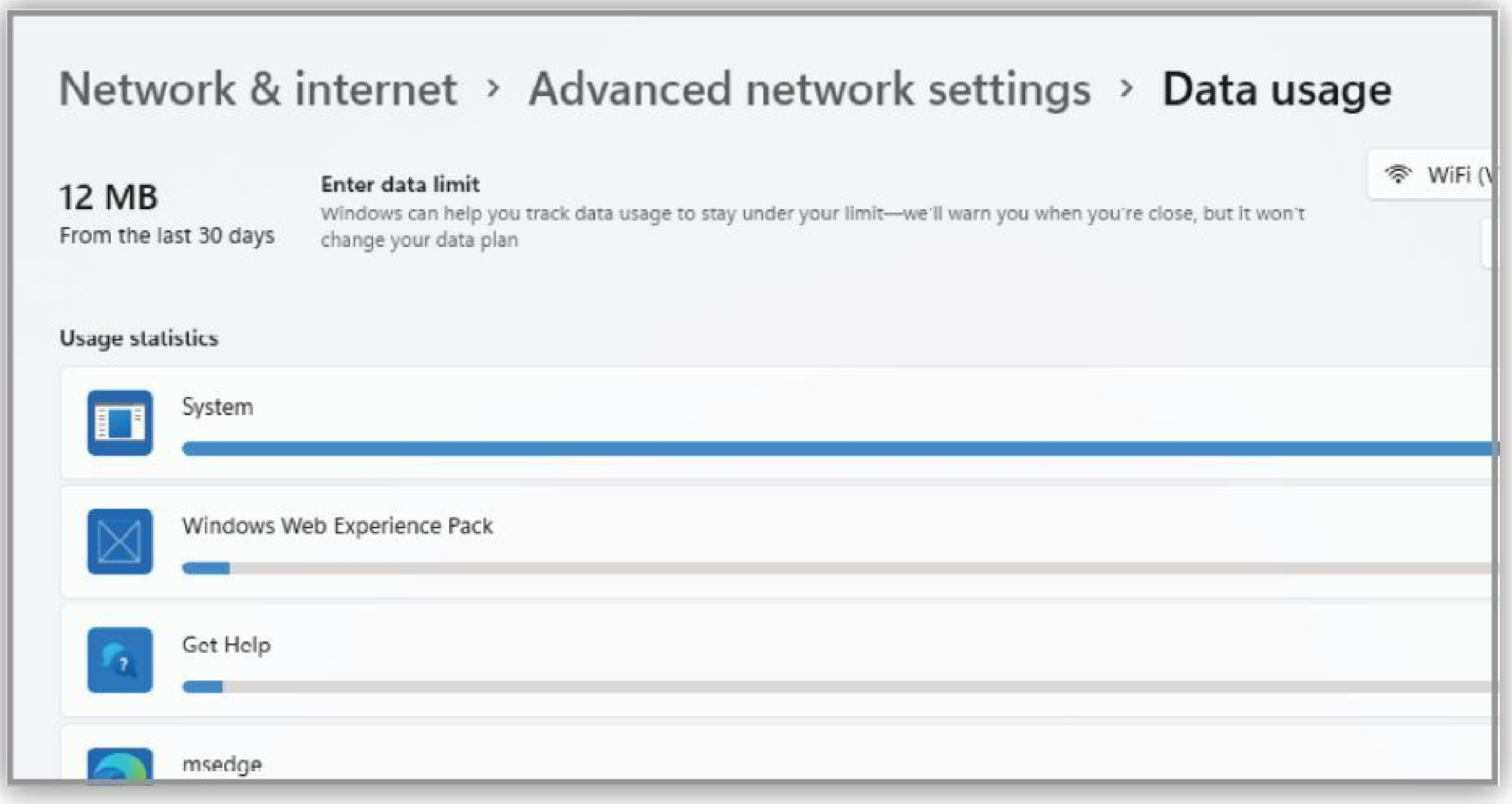
Properties

Network properties

Name: DESKTOP-L06K9F4 8295
Password: 39b2+J86

Usage Stats

In a move designed to keep up with more mobile-based computing devices, Windows 11 includes a data usage page in Settings too. Here it splits your data between wired and wireless. We'd like to see more advanced settings than this too, so you could see how much data you used on a public wireless hotspot, for example.



Network & internet › Advanced network settings › Data usage

12 MB
From the last 30 days

Enter data limit
Windows can help you track data usage to stay under your limit—we'll warn you when you're close, but it won't change your data plan

Usage statistics

System

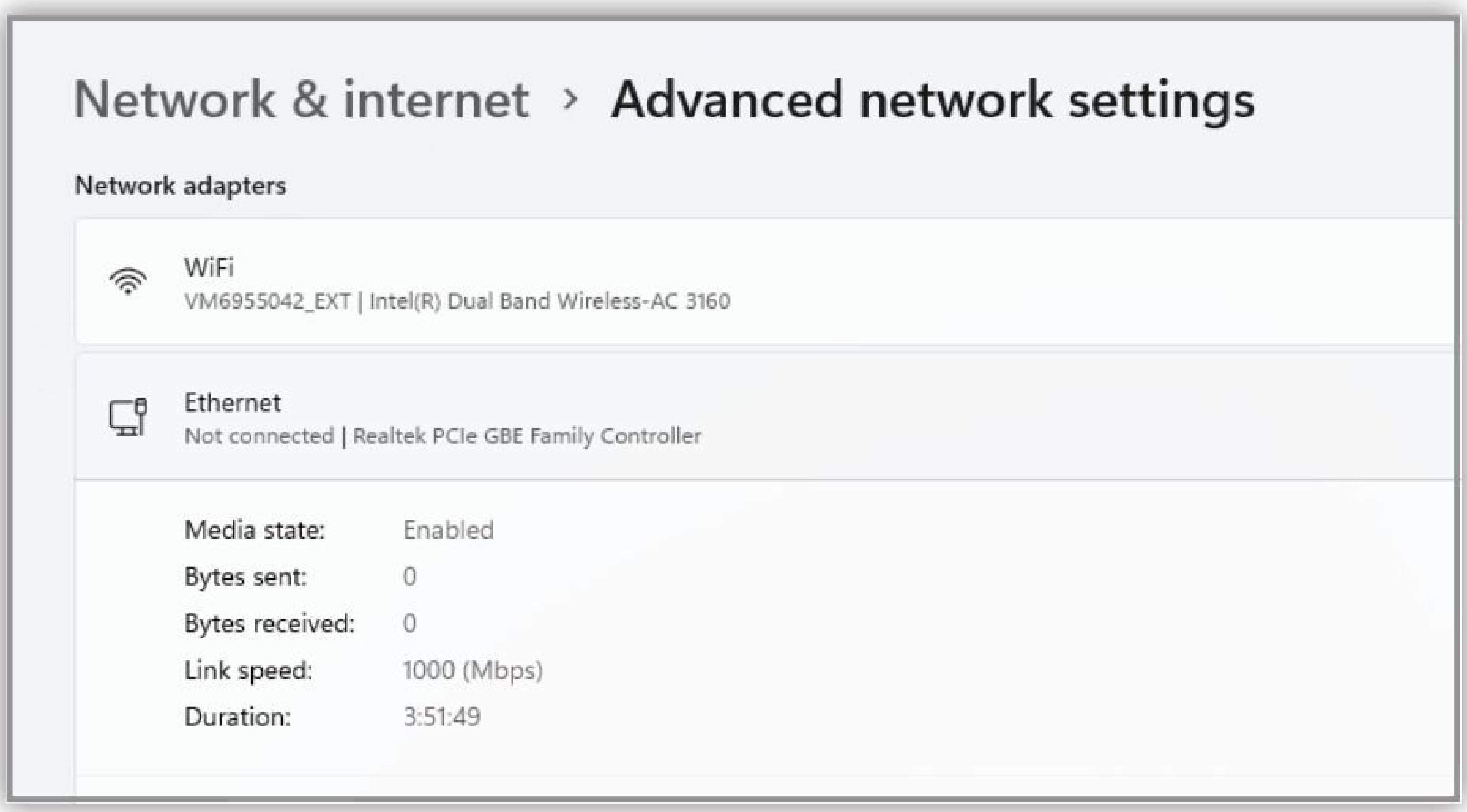
Windows Web Experience Pack

Get Help

msedge

Disable Adaptors

Another thing you can do is to disable and re-enable your network adapter (like the Wi-Fi card in your laptop). View your network connections by clicking Advanced Network Settings in Network Internet and then right-click the network connection in question. You can disable or re-enable it.



Network & internet › Advanced network settings

Network adapters

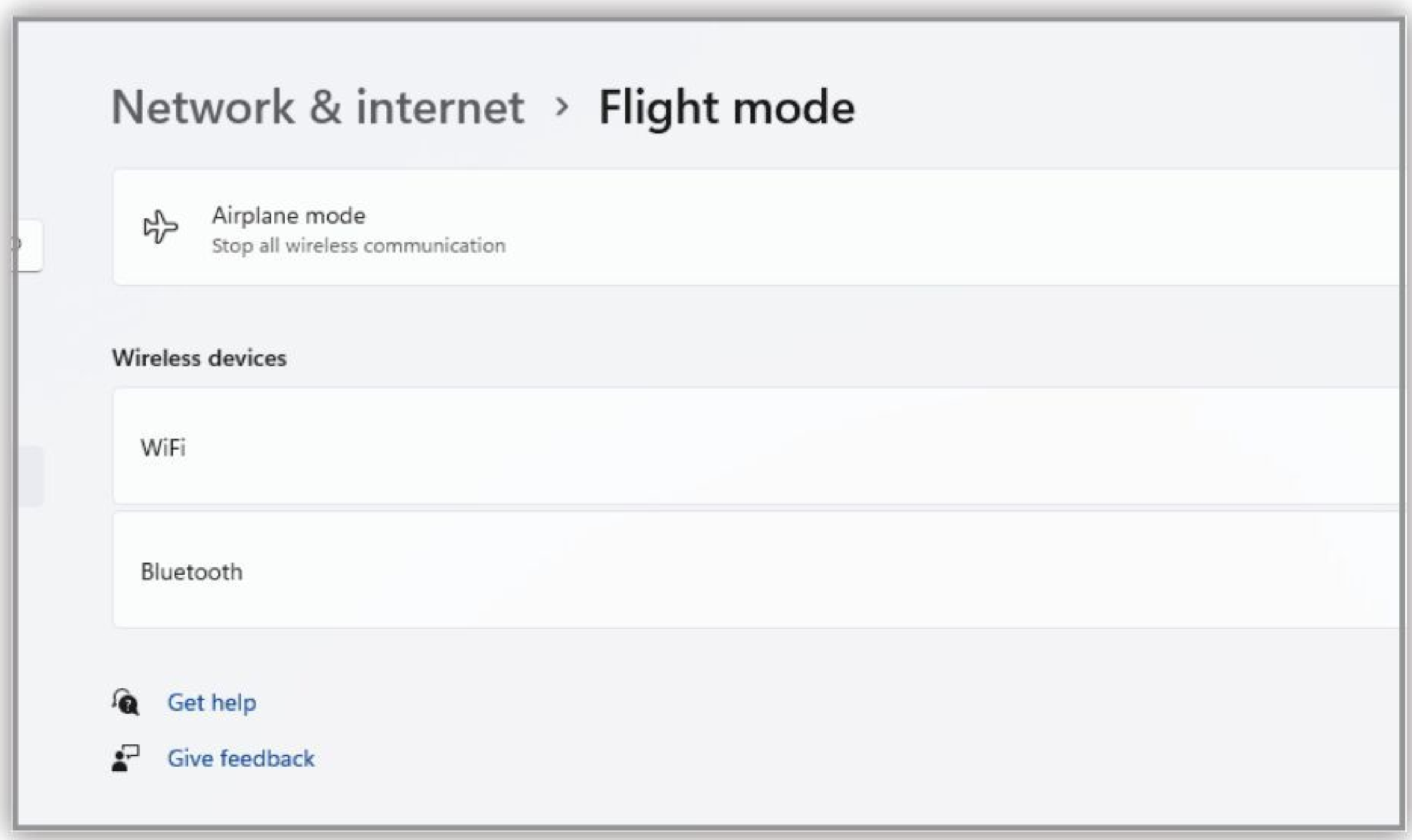
WiFi
VM6955042_EXT | Intel(R) Dual Band Wireless-AC 3160

Ethernet
Not connected | Realtek PCIe GBE Family Controller

Media state: Enabled
Bytes sent: 0
Bytes received: 0
Link speed: 1000 (Mbps)
Duration: 3:51:49

Flight Mode

If you are using a laptop, you will also have access to Flight mode settings (this can also be accessed through the Quick settings panel from the home screen). Here you can disable Wi-Fi and Bluetooth individually, or simply use the Flight Mode slider switch to disable all wireless connections.



Network & internet › Flight mode

Airplane mode
Stop all wireless communication

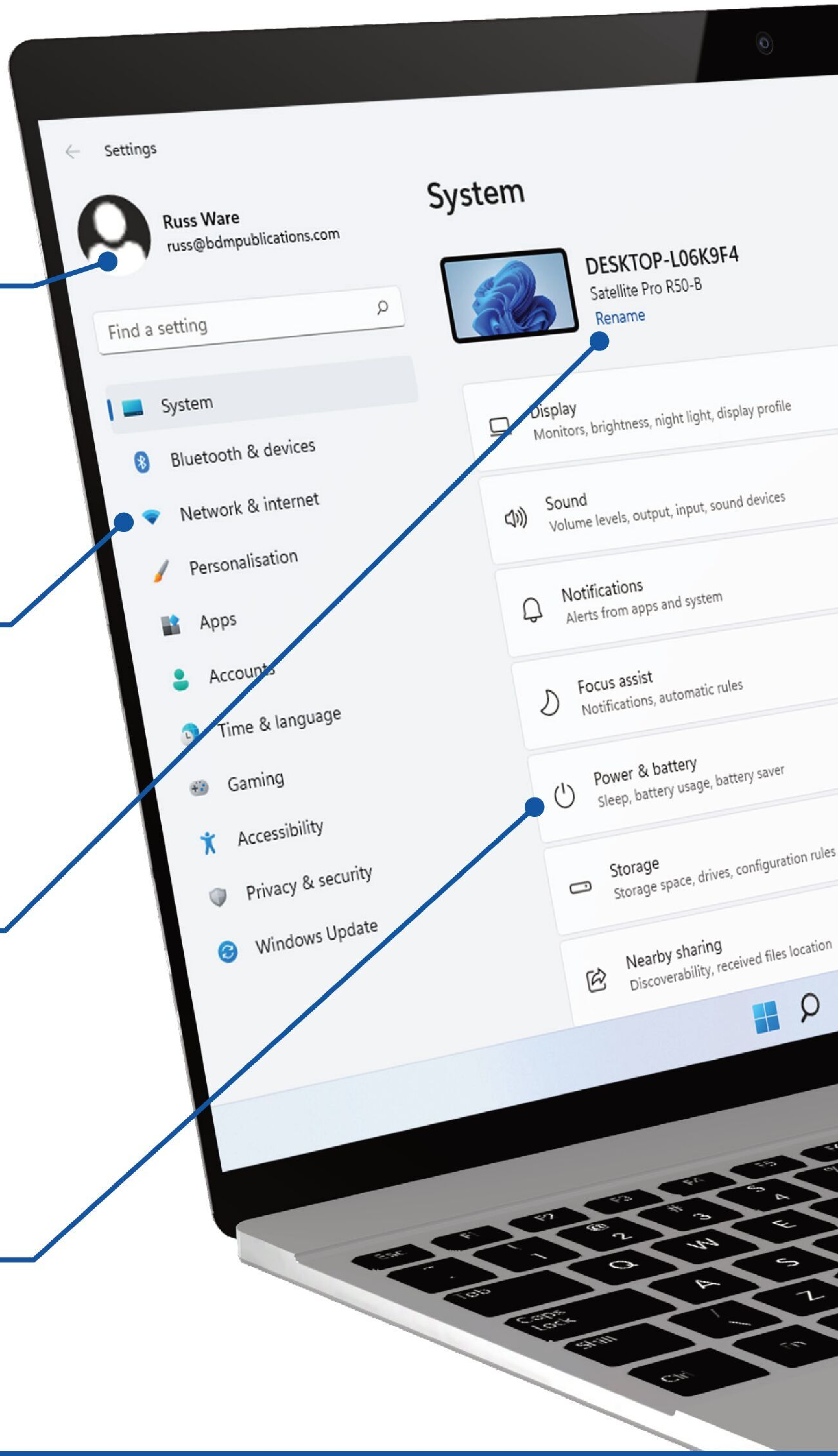
Wireless devices

WiFi

Bluetooth

Exploring the Windows 11 Settings

The main settings app in Windows 11 has been completely redesigned, making it much easier to find everything you need to keep your computer working the way you need it to. You can find the settings app in the Start menu, or open it by pressing the Windows Key + I.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system
Focus assist
Notifications, automatic rules
Power & battery
Sleep, battery usage, battery saver
Storage
Storage space, drives, configuration rules
Nearby sharing
Discoverability, received files location

1 Account & Search

At the top-left of the settings window, you will see your Microsoft account name and email address, along with an avatar image (if you have chosen one). Clicking this will take you to the settings Accounts page. Below that is a search field, allowing you to look for specific settings within the app.

2 Settings Categories

In the left sidebar are all of the main settings categories, from System settings to Windows Update settings. This sidebar remains visible no matter where you are within the settings app. Clicking each category heading will open a list of sub categories.

3 Quick Info Panel

Along the top of several settings categories you will see relevant information about the current settings. For example, at the top of the System settings, you will see the name of the PC, Windows Update status and links to OneDrive and Office365. At the top of the Network & Internet category, you will see the currently connected network, data usage and network properties.

4 Settings Sub-categories

This is where you'll find the individual settings you can change. Some of the settings can be controlled using slider switches displayed in the main sub-category, but most will take you to a more detailed selection of options when clicked. Certain details about current settings may be displayed along the top of the sub-category.

Privacy & Security

The privacy settings contains sections for all of the main areas where your privacy may be compromised, including some which might not be obvious at first.

System Settings

These are the core settings for your computer. Things like Display, Sound, Power & Battery and Storage can be found in this settings category.

Bluetooth & Devices

Having trouble with your mouse or printer? This is where you can access the settings for almost anything that connects to your computer.

Network & Internet

View, connect to and manage your Wi-Fi, Network and other Internet settings here. You can also find a section for adding a VPN, and setting up a Mobile Hotspot

Personalisation

If you want to change how Windows 11 looks, this is the settings category you need to explore. Change everything from the desktop background to the Start menu styling.

Apps

Every app or piece of software you have installed can be viewed and managed from here. You can also set things like the default apps, and the apps that run on startup.

Accounts

Manage your account settings, from your Microsoft account to your Family Safety, in this section. You can also find your PC sign-in options here.

Time & Language

No surprise that you can change your computers time and language settings here. You will also find settings for speech, typing, auto-correct and advanced keyboard setup.

Microsoft 365
View benefits
OneDrive
Manage
Windows Update
Last checked: 5 minutes ago
10:45
23/09/2021

Windows Update

It is important to make sure that your Windows computer is up-to-date with all the latest updates and revisions. Here you can check to see which updates are available to download and install.

Accessibility

If you have additional accessibility needs, you can find lots of settings here to make life easier. From a narrator tool and screen magnifier, to closed captioning and mouse and keyboard settings.

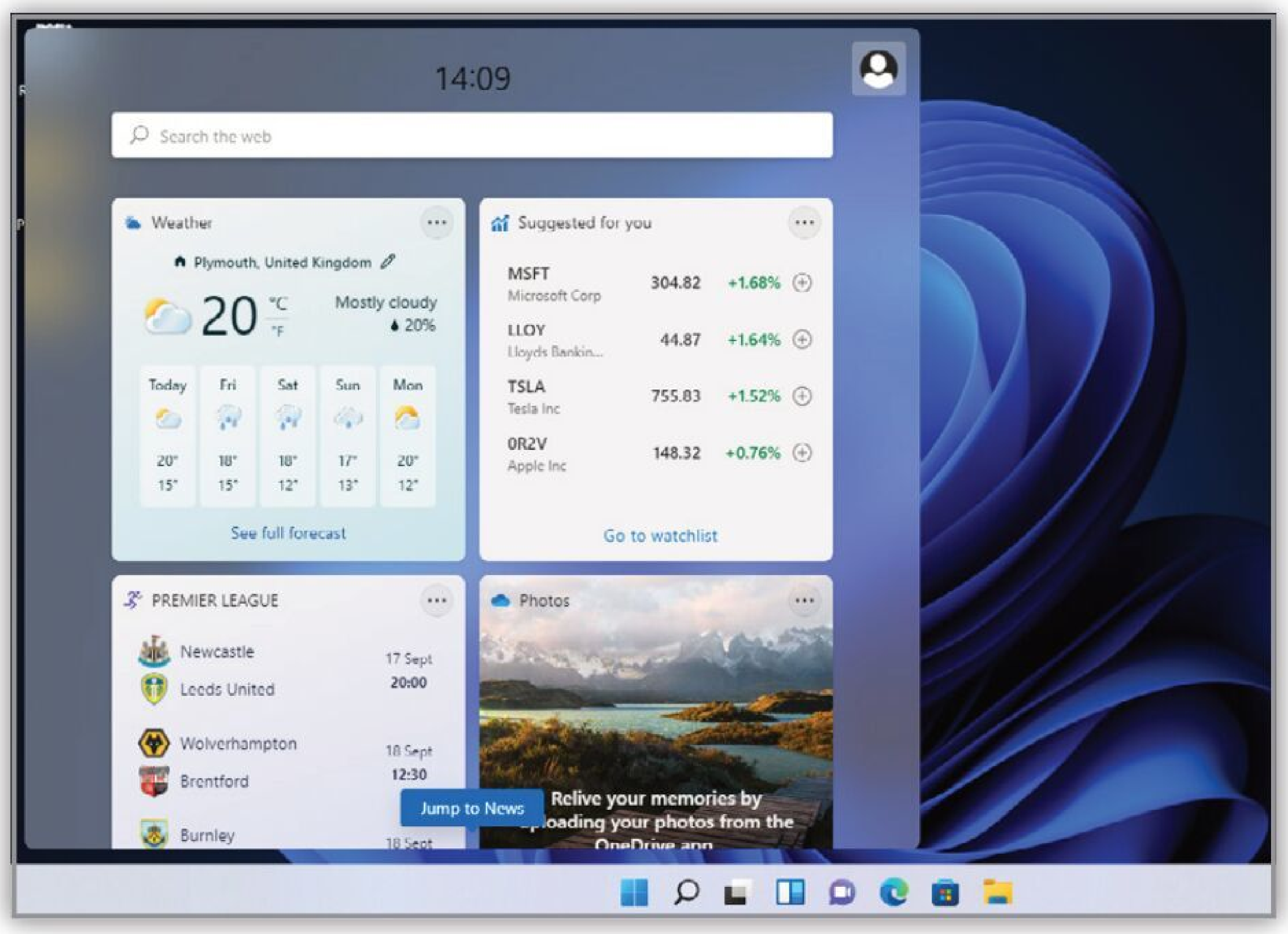
Using Widgets in Windows 11

Widgets are desktop app previews, allowing you to see important information from Windows apps, without needing to actually open those apps. Widgets are not new, but the way they are managed and displayed in Windows 11 is new.

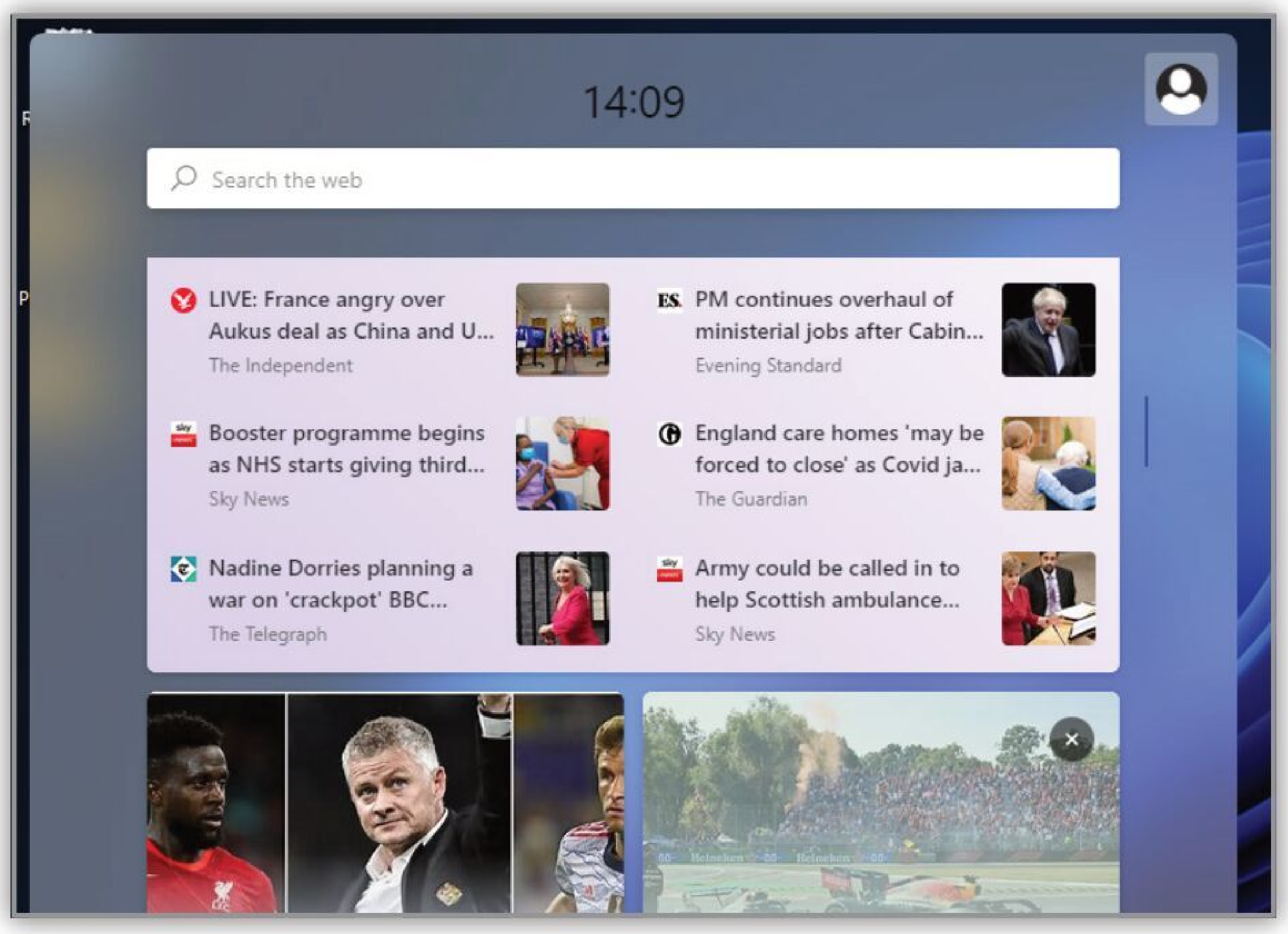
Wonderful Widgets

If you are not used to using widgets, you could be excused for hardly noticing they are a part of Windows 11. But once you do start using them, their usefulness becomes obvious.

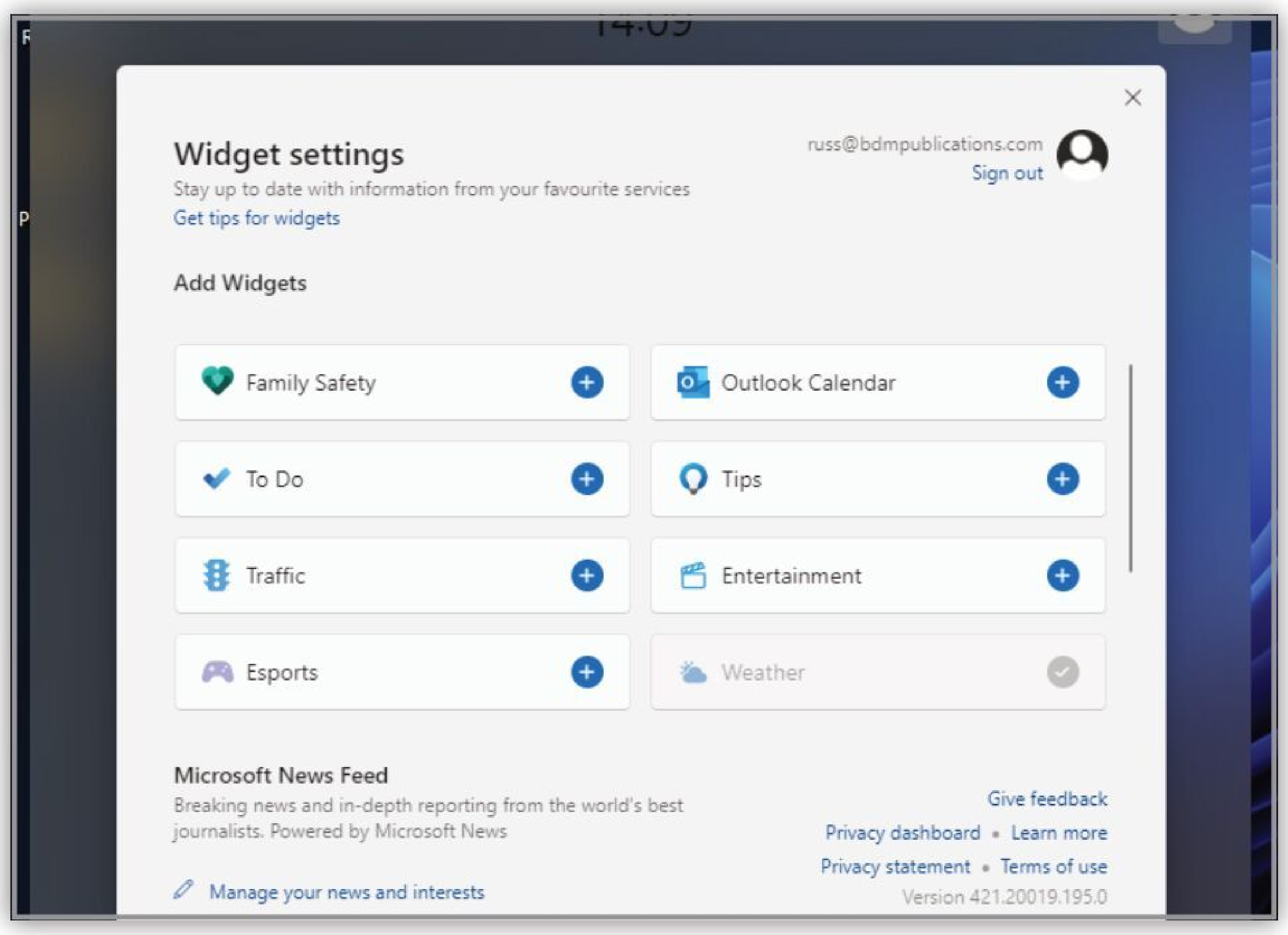
Step 1 To open the widget panel, click or tap the button in the Taskbar (the blue and white square icon) or press Windows key + W on the keyboard. The panel slides out from the left side of the screen, and will sit over the top of any other apps or windows you currently have open.


14:09
Search the web
Weather
Plymouth, United Kingdom
20 °C
Mostly cloudy
See full forecast
Suggested for you
MSFT 304.82 +1.68%
LLOY 44.87 +1.64%
TSLA 755.83 +1.52%
0R2V 148.32 +0.76%
Go to watchlist
PREMIER LEAGUE
Newcastle
Leeds United
Wolverhampton
Brentford
Burnley
Photos
Relive your memories by uploading your photos from the OneDrive app
Jump to News

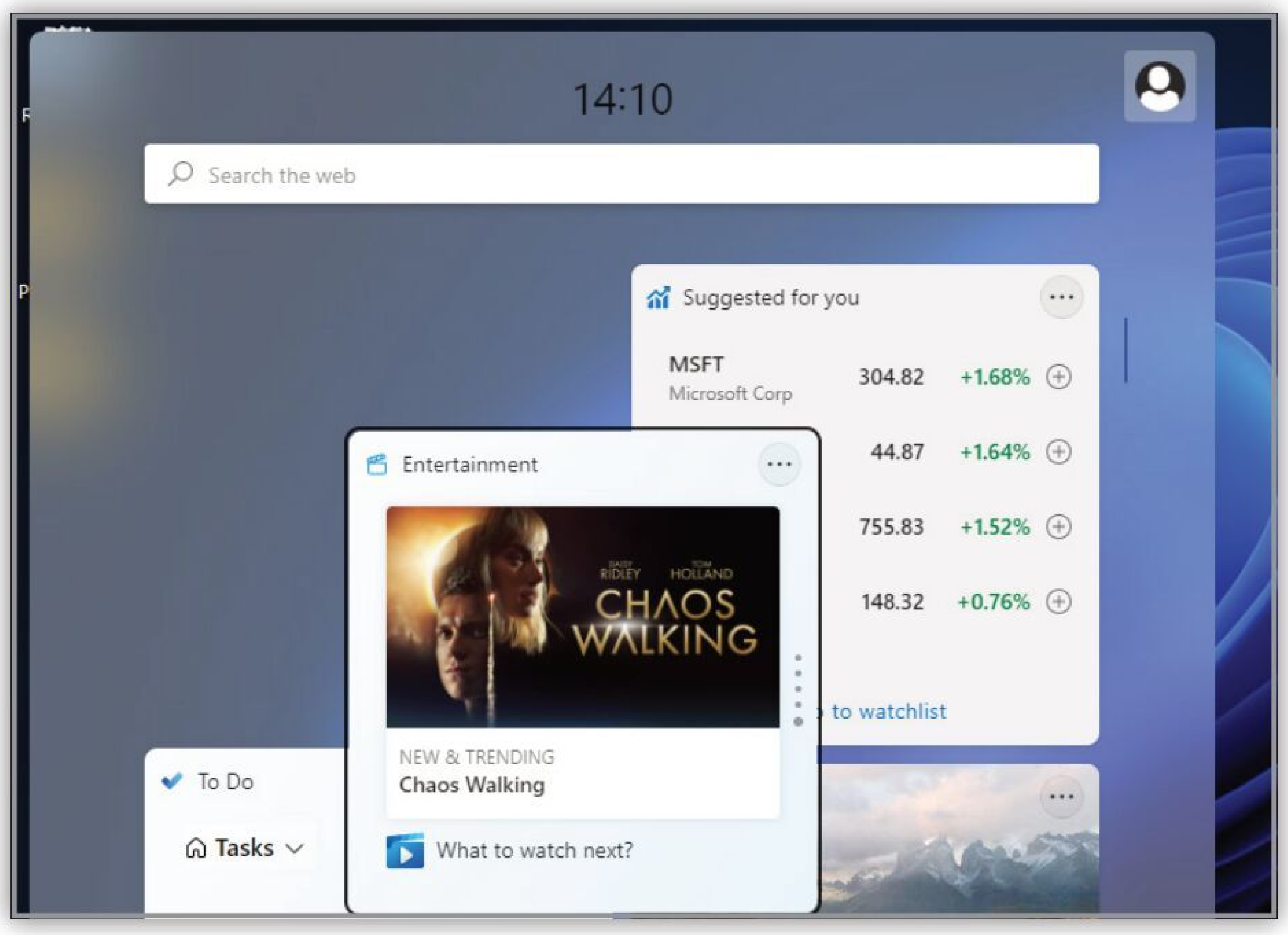
Step 2 The widget panel is initially split up into three main sections: Search, Widgets and News stories. Scroll down the panel to see more content. At the top-right is an account icon, which opens a new panel with account information and the ability to add new widgets.


14:09
Search the web
LIVE: France angry over Aukus deal as China and U...
The Independent
PM continues overhaul of ministerial jobs after Cabin...
Evening Standard
Booster programme begins as NHS starts giving third...
Sky News
England care homes 'may be forced to close' as Covid ja...
The Guardian
Nadine Dorries planning a war on 'crackpot' BBC...
The Telegraph
Army could be called in to help Scottish ambulance...
Sky News

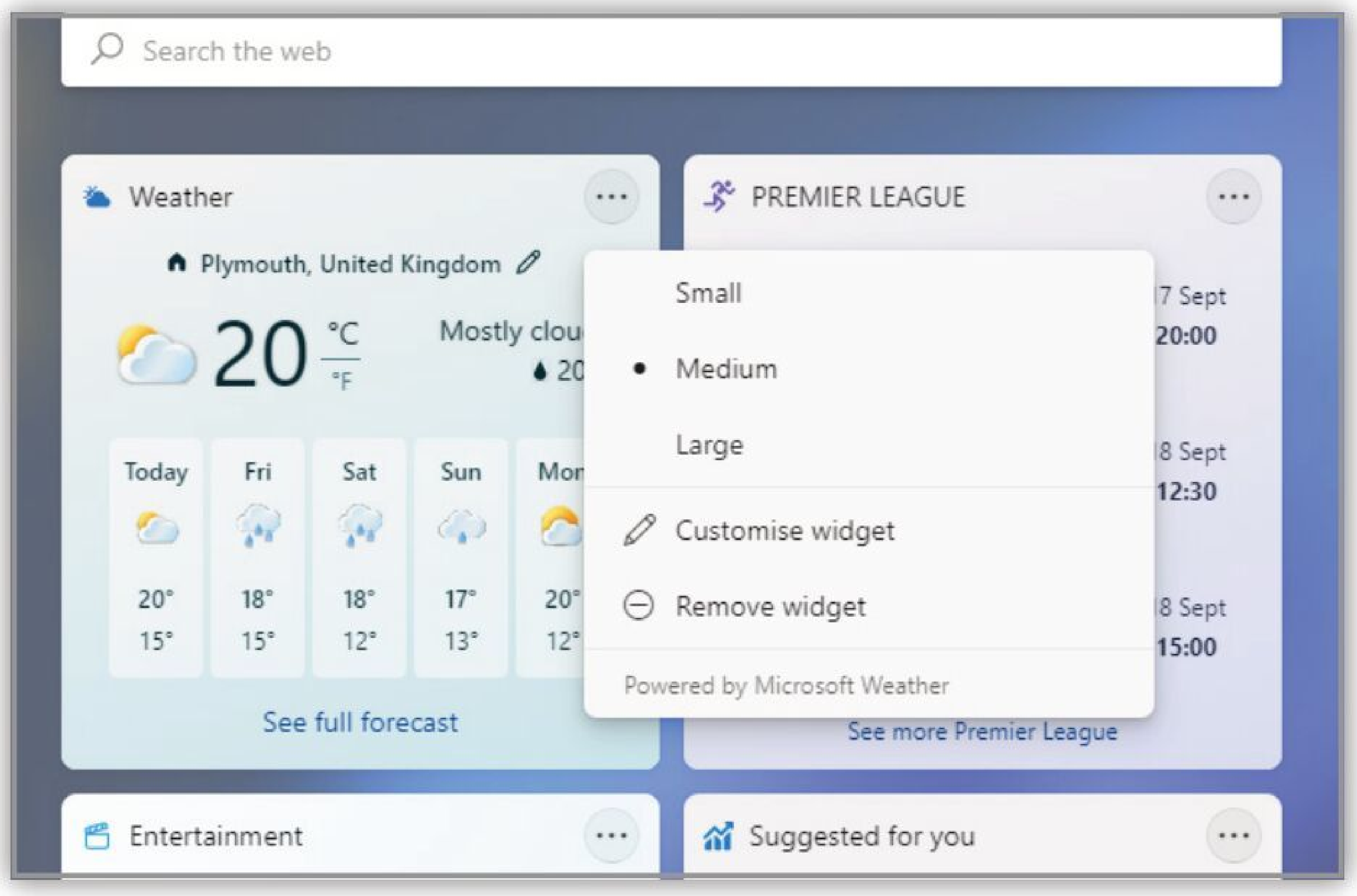
Step 3 The exact widgets available to add will vary, depending on which apps you have installed. As Windows 11 develops, more widgets are likely to be added here, possibly from third-party developers as well as from Microsoft. To add new widgets, just click the + button on each.


Widget settings
Stay up to date with information from your favourite services
Get tips for widgets
russ@bdmpublications.com
Sign out
Add Widgets
Family Safety
Outlook Calendar
To Do
Tips
Traffic
Entertainment
Esports
Weather
Microsoft News Feed
Breaking news and in-depth reporting from the world's best journalists. Powered by Microsoft News
Give feedback
Privacy dashboard • Learn more
Privacy statement • Terms of use
Version 421.20019.195.0
Manage your news and interests

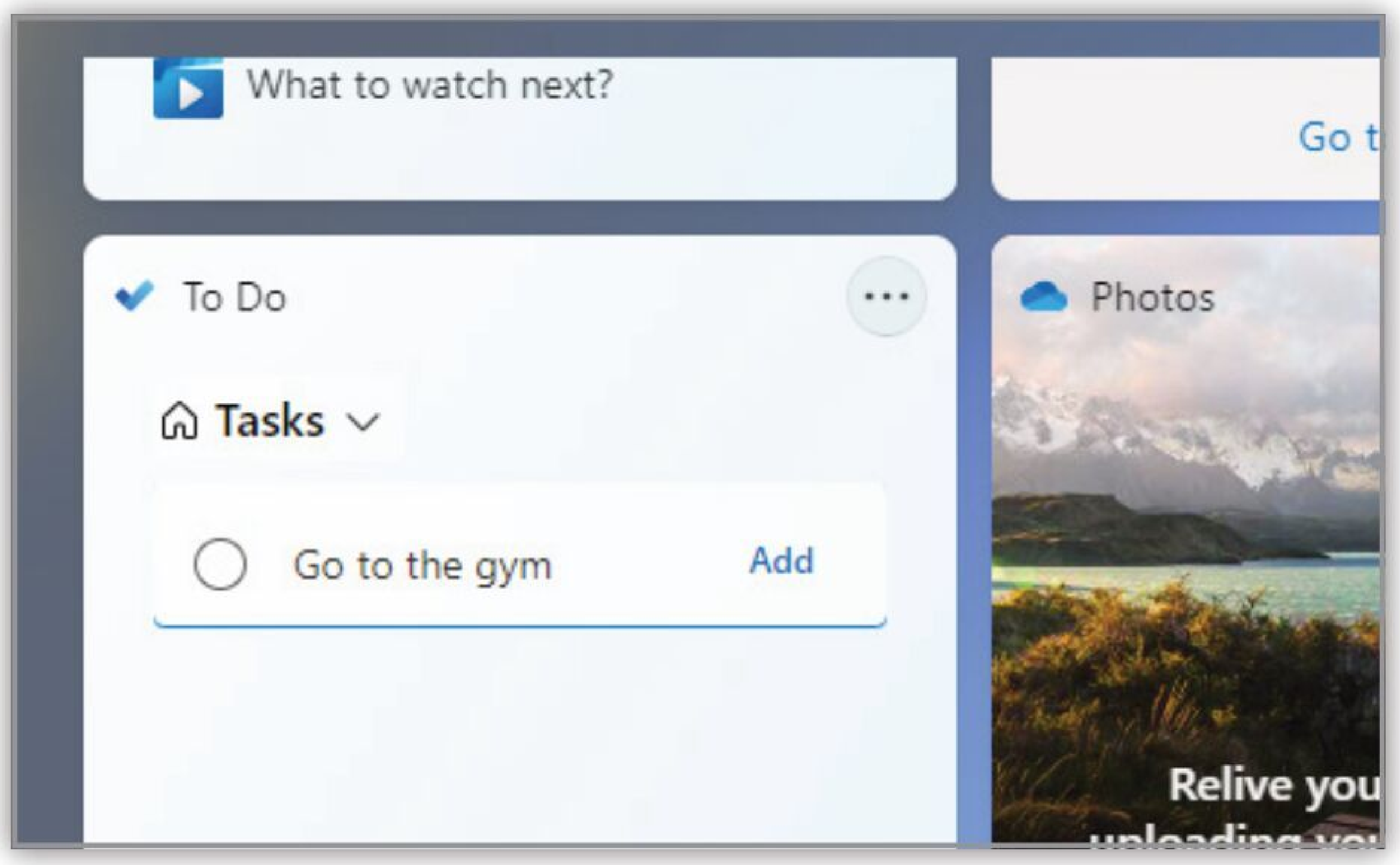
Step 4 After adding widgets, close the account panel and you will see the added widgets in the panel. You can move widgets around in the panel by clicking on the top of the widget and dragging it to the required position. Other widgets will rearrange to fit when you do this.


14:10
Search the web
Suggested for you
MSFT Microsoft Corp 304.82 +1.68%
44.87 +1.64%
755.83 +1.52%
148.32 +0.76%
to watchlist
Entertainment
CHAOS WALKING
NEW & TRENDING
Chaos Walking
What to watch next?
To Do
Tasks

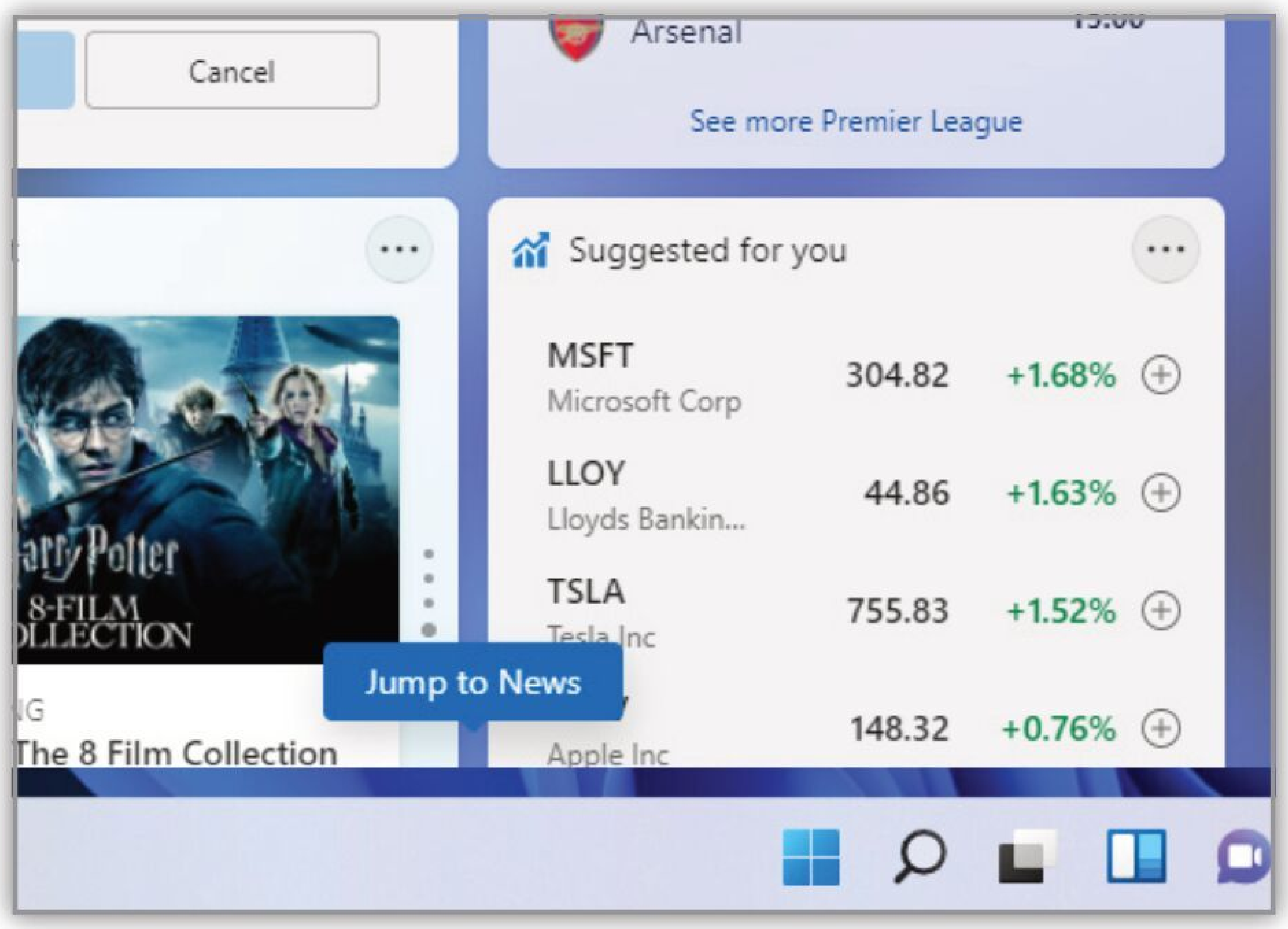
Step 5 To remove a widget, click on the Menu button at the top-right of the widget and choose “Remove Widget” from the menu. You will also see the option to change the size of the widget in this menu. Not all of the widgets will allow all three of the sizing options.


Search the web
Weather
Plymouth, United Kingdom
20 °C °F
Mostly clou
Today
Fri
Sat
Sun
Mon
See full forecast
PREMIER LEAGUE
Small
Medium
Large
Customise widget
Remove widget
Powered by Microsoft Weather
See more Premier League
Entertainment
Suggested for you

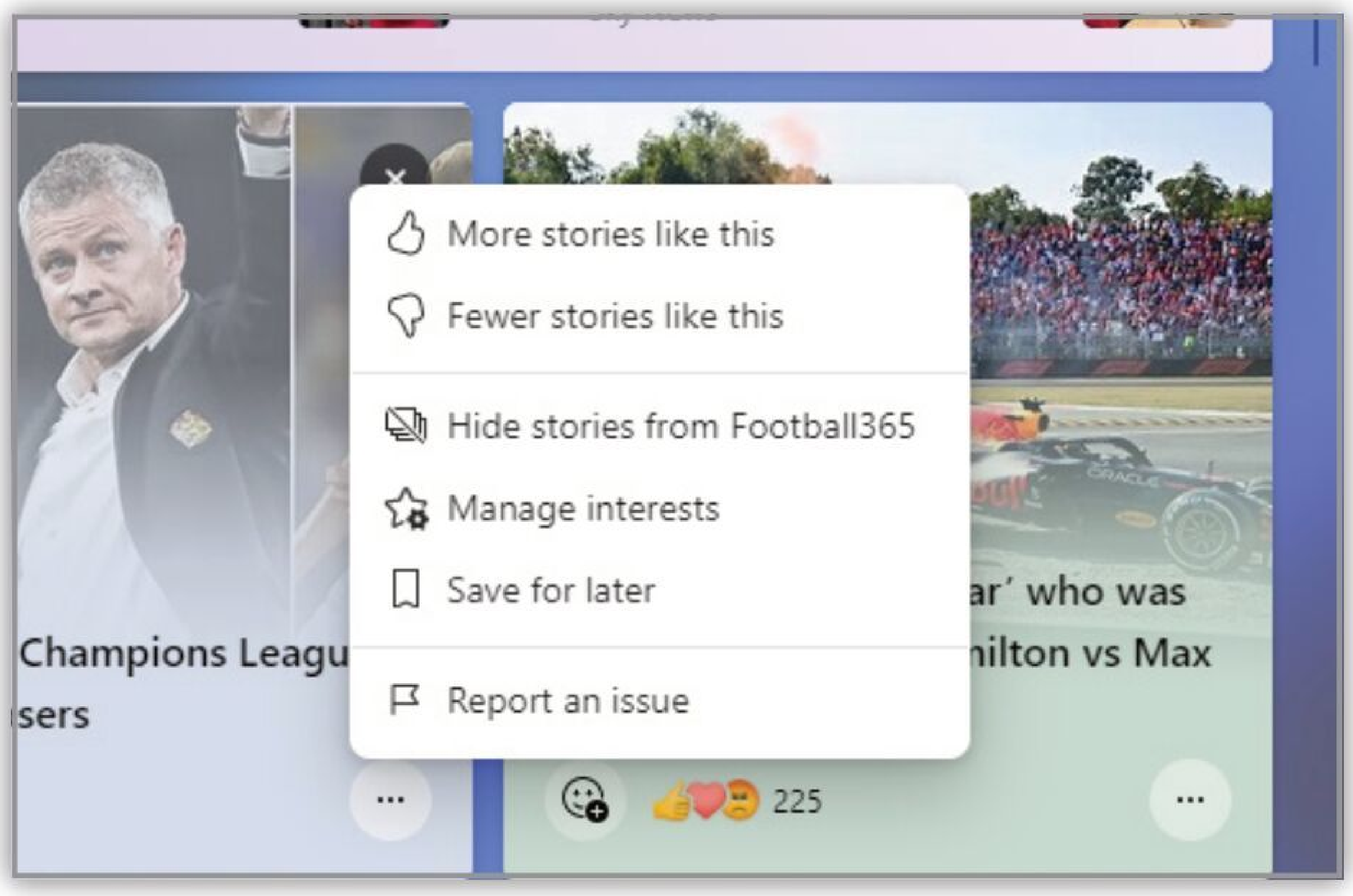
Step 6 Some Widgets allow content editing within the widget. A good example of this is the To Do widget. You can create tasks in the widget by clicking the “Add a task” button, without having to the open the main To Do app. The task then displays instantly in the widget.


What to watch next?
To Do
Tasks
Go to the gym
Add
Photos
Relive you

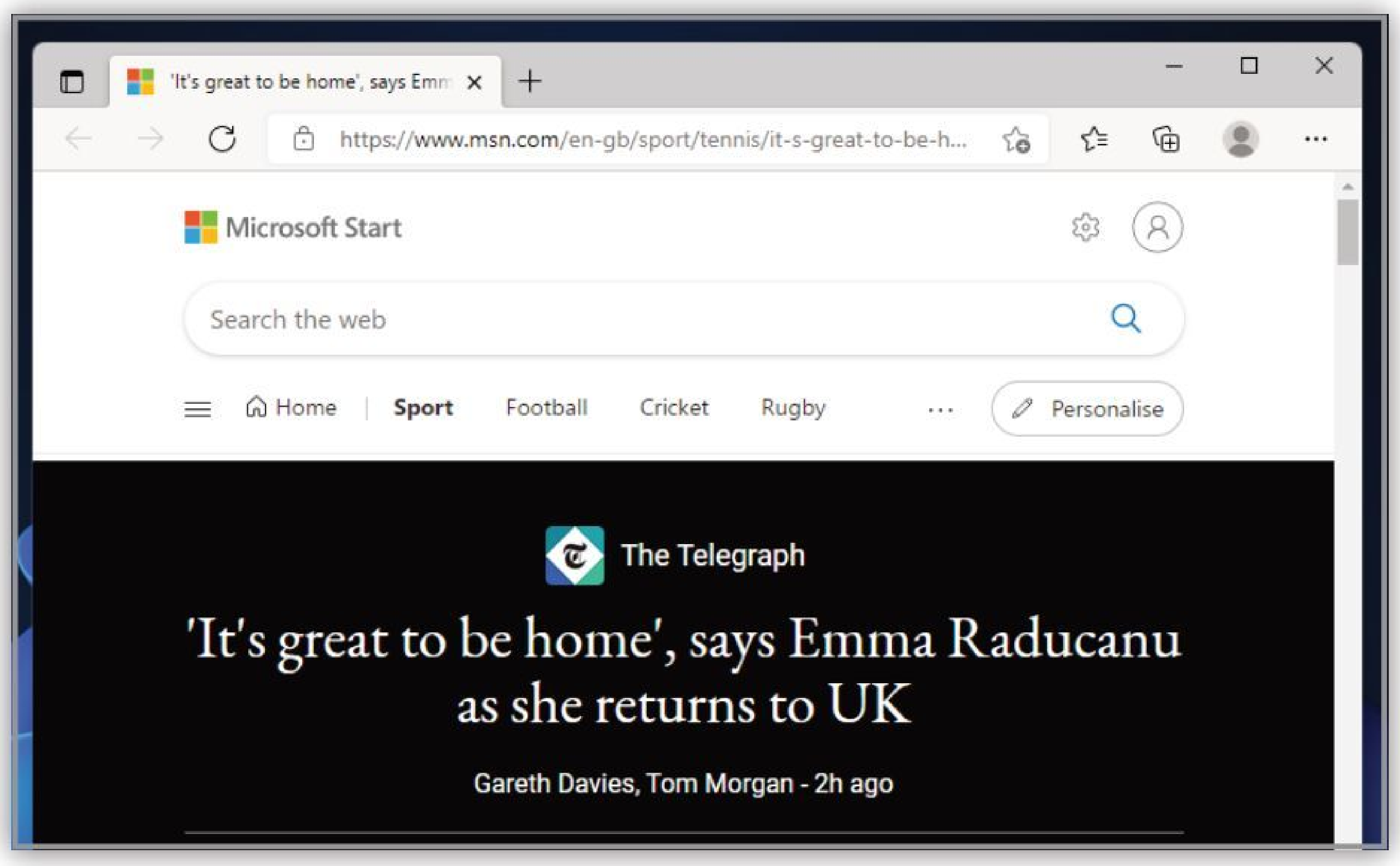
Step 7 Some of the Widgets allow customisation through the More Menu button. The Weather widget, for example, lets you set the default location for the weather forecast that is shown. The Stocks widget lets you change which stock prices are displayed, etc.


Cancel
Arsenal
See more Premier League
Suggested for you
MSFT Microsoft Corp 304.82 +1.68%
LLOY Lloyds Bankin... 44.86 +1.63%
TSLA Tesla Inc 755.83 +1.52%
Apple Inc 148.32 +0.76%
Jump to News
The 8 Film Collection

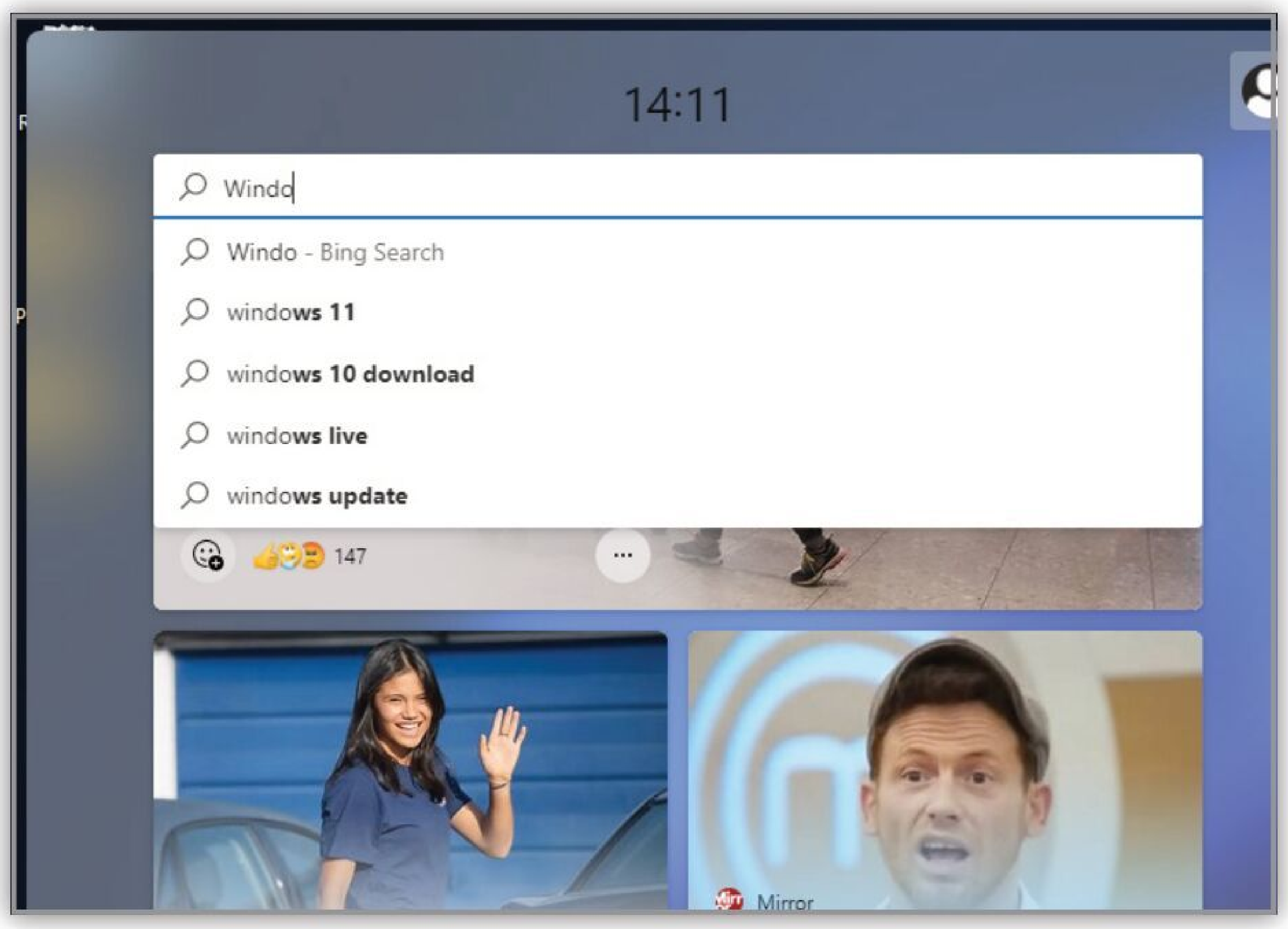
Step 8 The news stories further down the Widgets panel also allow for some customisation. You can click the X to remove a news story, and you can click the More Menu button to choose to see “More/Fewer stories like this”, or to hide all stories from that particular news source.


More stories like this
Fewer stories like this
Hide stories from Football365
Manage interests
Save for later
Report an issue
Champions Leagu
225

Step 9 Clicking on a news story will take you to the webpage the story is from. At the top of the News section is a wide panel containing Top Stories. These are the top 6 news headlines. These will change as you like or dislike stories, or choose different news sources.

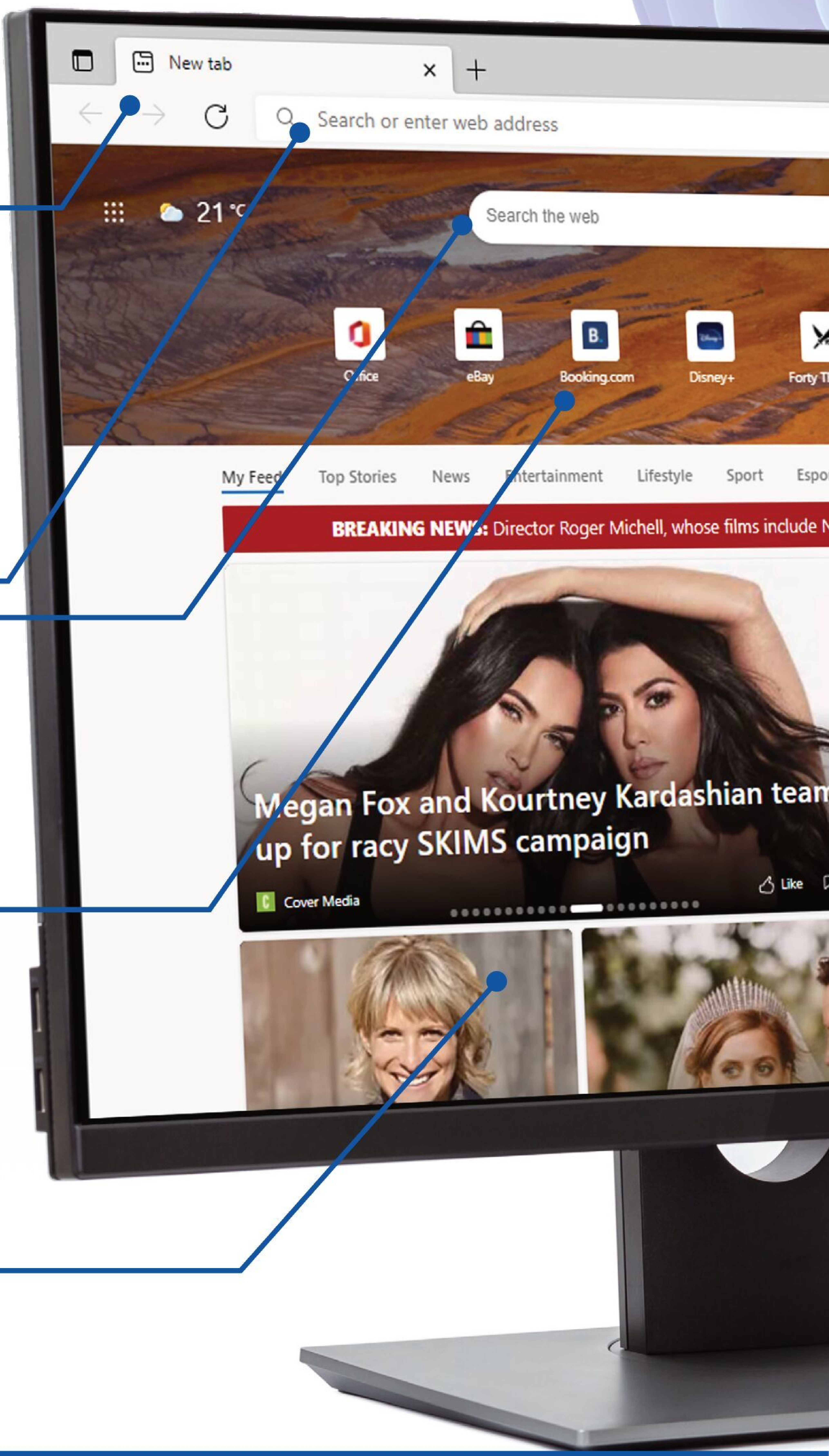

https://www.msn.com/en-gb/sport/tennis/it-s-great-to-be-h...
Microsoft Start
Search the web
Home
Sport
Football
Cricket
Rugby
Personalise
The Telegraph
'It's great to be home', says Emma Raducanu as she returns to UK
Gareth Davies, Tom Morgan - 2h ago

Step 10 At the top of the Widgets panel is a clock and a search bar. You can type directly into the search bar, with any searches opening in your browser (Edge, by default). The search bar and the clock cannot be removed from the Widgets panel, nor can they be moved.


14:11
Windo
Windo - Bing Search
windows 11
windows 10 download
windows live
windows update
147
Mirror

Exploring Microsoft Edge

Edge continues to get better and better, and the latest version in Windows 11 is no different. You should be familiar with it if you are upgrading from Windows 10, as it is basically the same version; but let's take a look at the newest and best features of Microsoft Edge.



BREAKING NEWS: Director Roger Michell, whose films include N

Megan Fox and Kourtney Kardashian team up for racy SKIMS campaign

1 **Browser & Tab Controls**
In the top left corner, where you would probably expect to find them, are the browser controls. These include the Home button, the Page refresh button and the Page forward/Page back buttons. Also in the top corner is the Tab control, allowing you to set the tabs vertically, or restore closed tabs. Right-click on the active tab to see additional options.

2 **Search Fields**
There are two search fields in Edge, one at the top (which is also the address field when viewing a website), and one which floats at the top or middle of the start page; depending on the layout you choose. Use either of these and search suggestions appear as you begin typing.

3 **Recently Viewed/Favourites**
A group of icons are displayed for the most recently visited websites/pages. These automatically update as you browse, but can also be edited to show your favourite or most-used sites by clicking on the + symbol at the end of the row of icons.

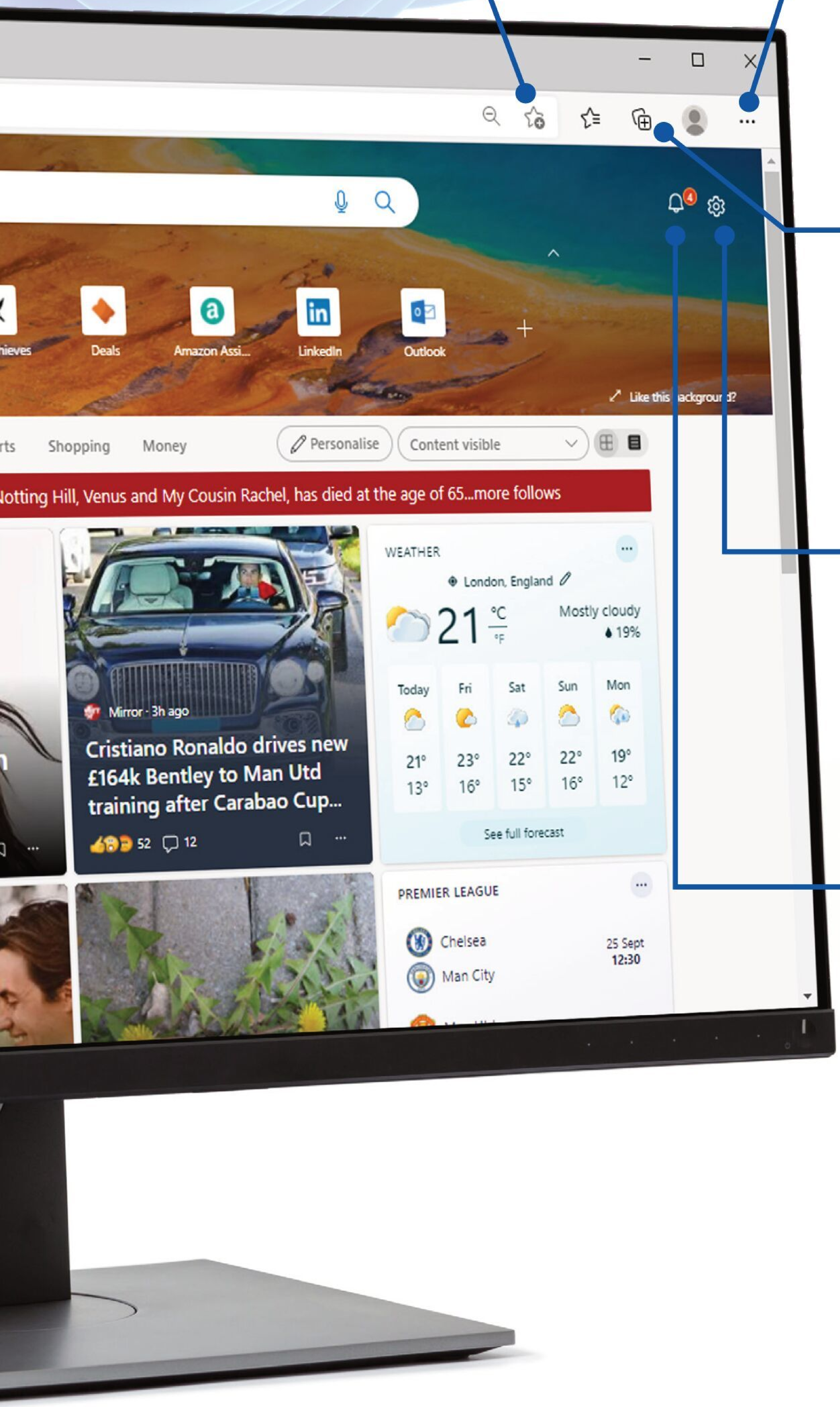
4 **News Feed**
The Start screen of Microsoft Edge is also a news feed. The news feed is provided by MSN and is made up of news stories based on your geographical location. Either the feed is displayed at the top, or you scroll down to it; depending on the layout you choose. Click "Personalise" to filter the news types, and click "Content visible" to choose how stories are displayed.

5 Favourites Menu

The Hub from the old version of Edge, which contained favourites, history and a reading list has gone. Instead, you can access Favourites and Collections here. The star with a + icon in the search field is the button to add a new web page to your favourites.

6 Launch

Remember, if you don't want to use Microsoft's launch page to start using the Internet, you can change this via the setting to one of your own choice. Perhaps you prefer the Google homepage, or maybe you've created your own, unique launch page experience.


hieves
Deals
Amazon Assi...
LinkedIn
Outlook
Like this background?
rts
Shopping
Money
Personalise
Content visible
Notting Hill, Venus and My Cousin Rachel, has died at the age of 65...more follows
Mirror · 3h ago
Cristiano Ronaldo drives new £164k Bentley to Man Utd training after Carabao Cup...
52
12
WEATHER
London, England
21 °C °F
Mostly cloudy
19%
Today
Fri
Sat
Sun
Mon
21° 13°
23° 16°
22° 15°
22° 16°
19° 12°
See full forecast
PREMIER LEAGUE
Chelsea
Man City
25 Sept 12:30

7 Collections

Collections are groups of tabs/web pages that you can save and then instantly return to using this button. To save a Collection, click the Tab Controls button at the top-left, and choose "Add all tabs to collections".

8 Start Page Layout

You can customise the Start screen in several ways here. There are three preset layouts: Informational, Inspirational and Focused. You can also choose a custom layout, which lets you turn on/off individual elements, such as pic of the day and the news feed.

9 Notifications

The small alarm/bell icon opens a list of top news stories. A badge will appear on top of it to tell you how many new stories are waiting to be read. As you browse the news feed, Edge will learn what type of news you like to read and tailor the notifications accordingly.

Edge Settings

Alongside options to change the style of the Edge browser, including changing to a dark theme, are several important settings. You can choose how the Edge browser opens, showing the Start page or another specified page for example. The advanced settings include options to block pop-ups and allow Flash Player.

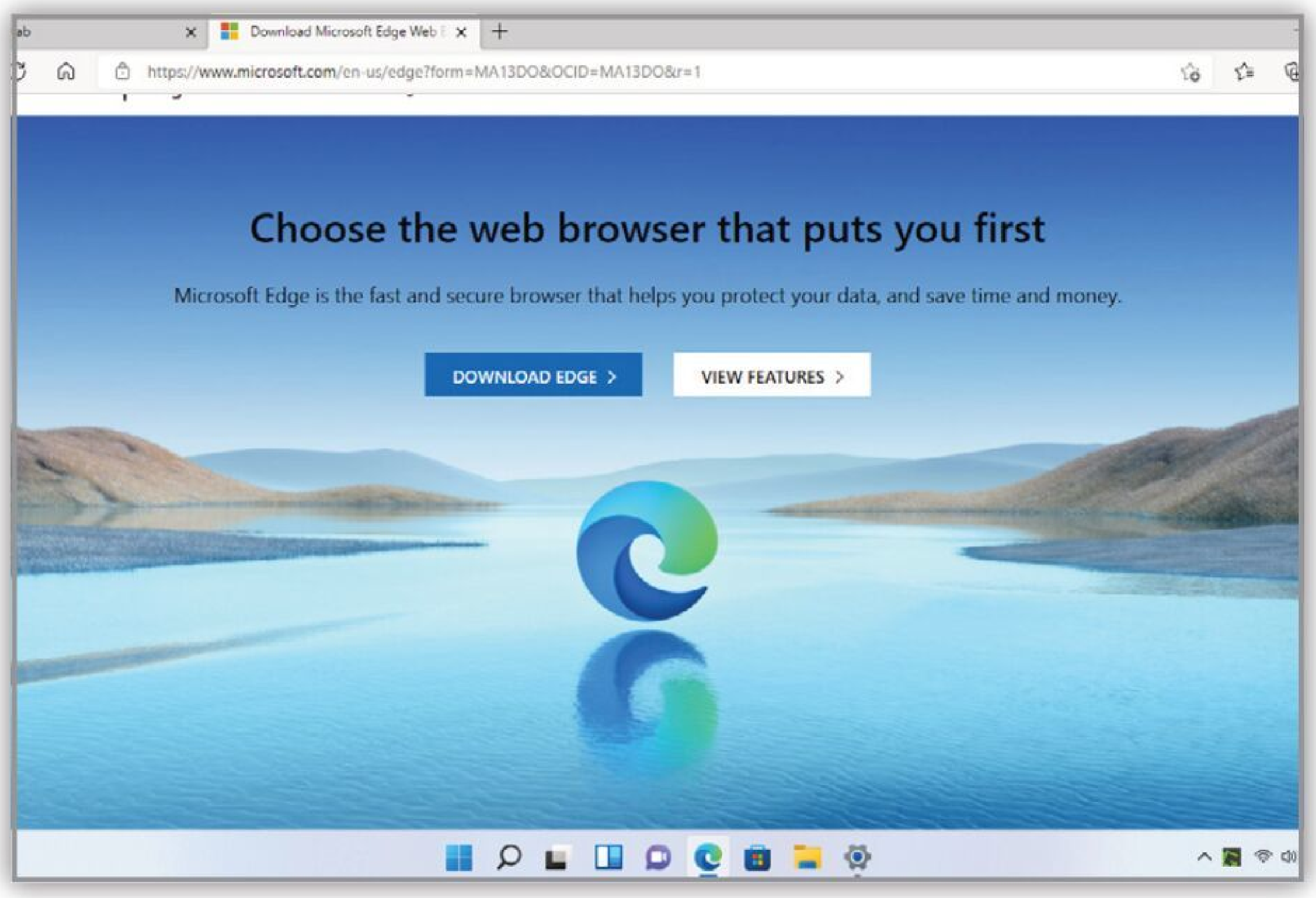
How to Use the Edge Browser

The latest version of Edge, Edge Chromium, is a significant change to the original Edge browser; and offers a much better experience. Based on the Google Chrome browser, Edge is focused on modern web standards, privacy and security and has an impressive feature and tool list.

Get Started with Edge

Edge in Windows 11 feels much less clunky than the previous version and already feels more like the most popular browsers available, such as Chrome or Firefox.

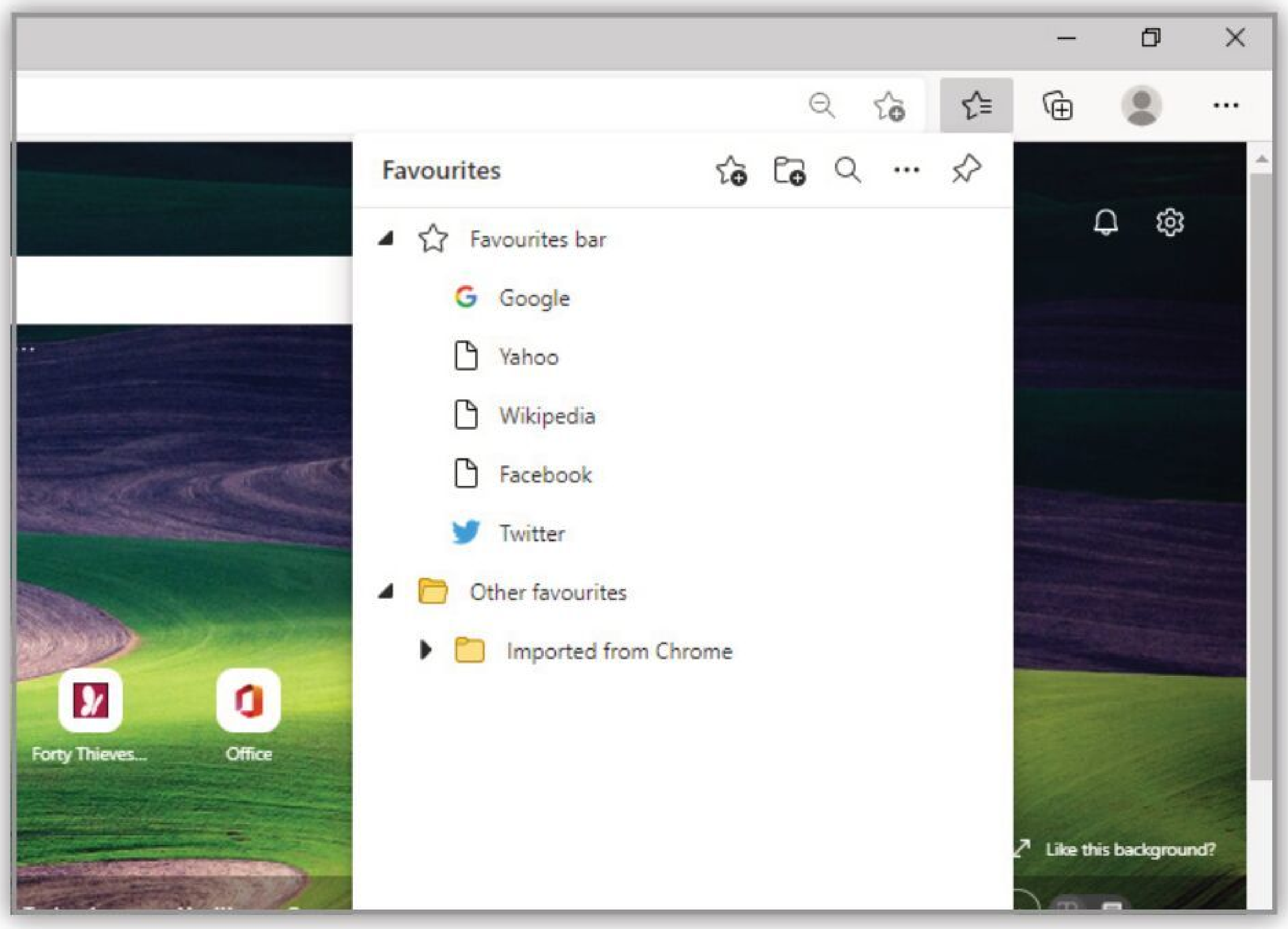
Installing Edge Edge comes pre-installed with Windows 11, and if you have upgraded from Windows 10 (and were using Edge previously) it should already be set up and working as normal. If you bought a PC with Windows 11 installed, or have never used Edge before, it will require a bit of setup to begin.


Download Microsoft Edge Web
https://www.microsoft.com/en-us/edge?form=MA13DO&OCID=MA13DO&r=1
DOWNLOAD EDGE >
VIEW FEATURES >

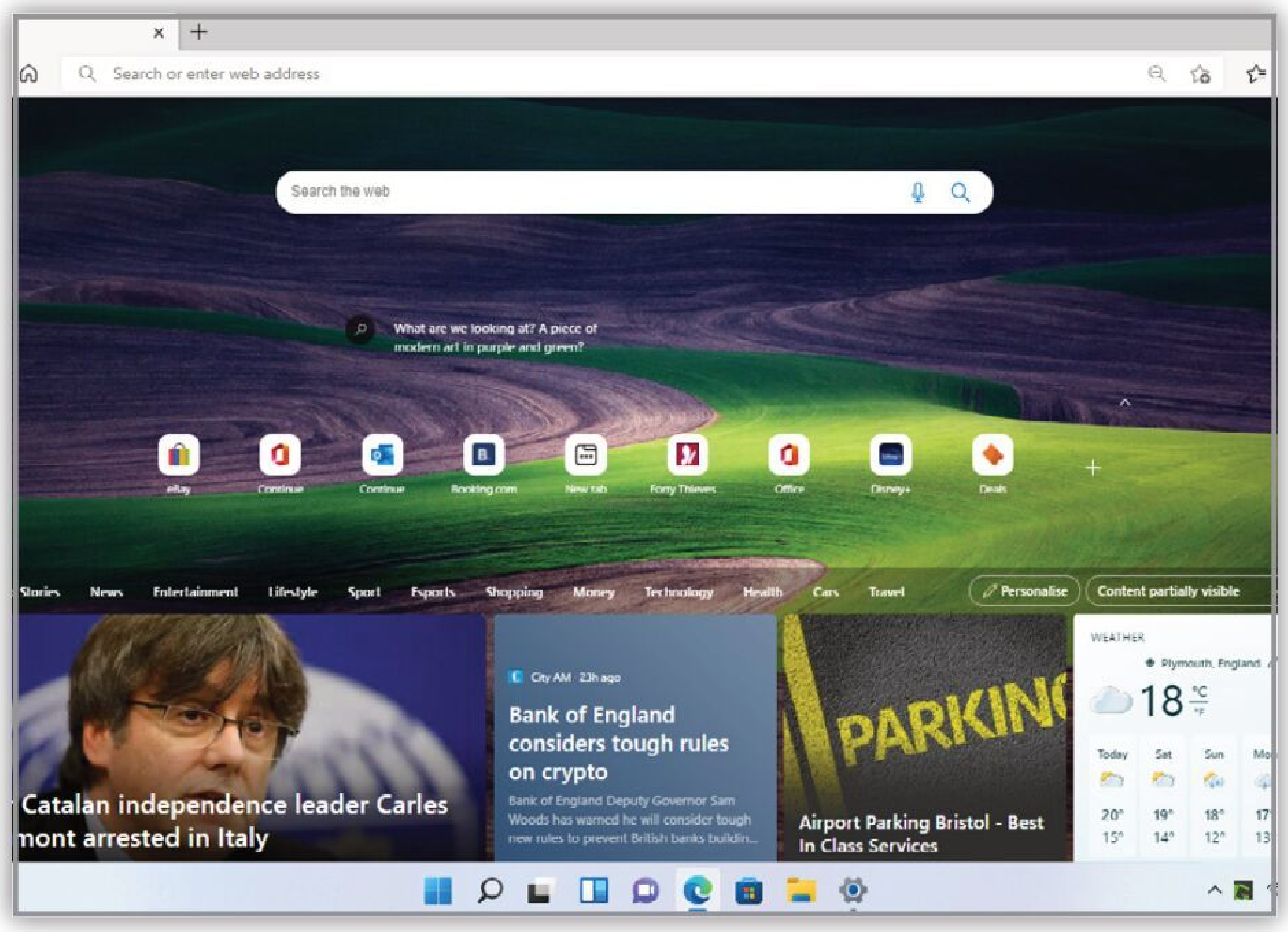
Choose the web browser that puts you first

Microsoft Edge is the fast and secure browser that helps you protect your data, and save time and money.

Edge Setup During setup, you have the option to import browser data such as bookmarks and favourites from Google Chrome, choose the initial start page layout and set up syncing across devices (other computers, your phone, etc.) Once installed, Edge opens at the start page.


Favourites
Favourites bar
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Imported from Chrome
Forty Thieves...
Office
Like this background?

Start Page Layout Depending on the layout you chose during setup, the start page will either display a news feed or a cleaner page (with the news feed just a scroll away below it). You can check out the other layouts easily by clicking the Gear icon at the top right and choosing from the menu.


Search or enter web address
Search the web
eBay
Continue
Continue
Booking.com
New tab
Forty Thieves
Office
Disney+
Deals
Stories
News
Entertainment
Lifestyle
Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
Content partially visible
WEATHER
18 °C
PARKING

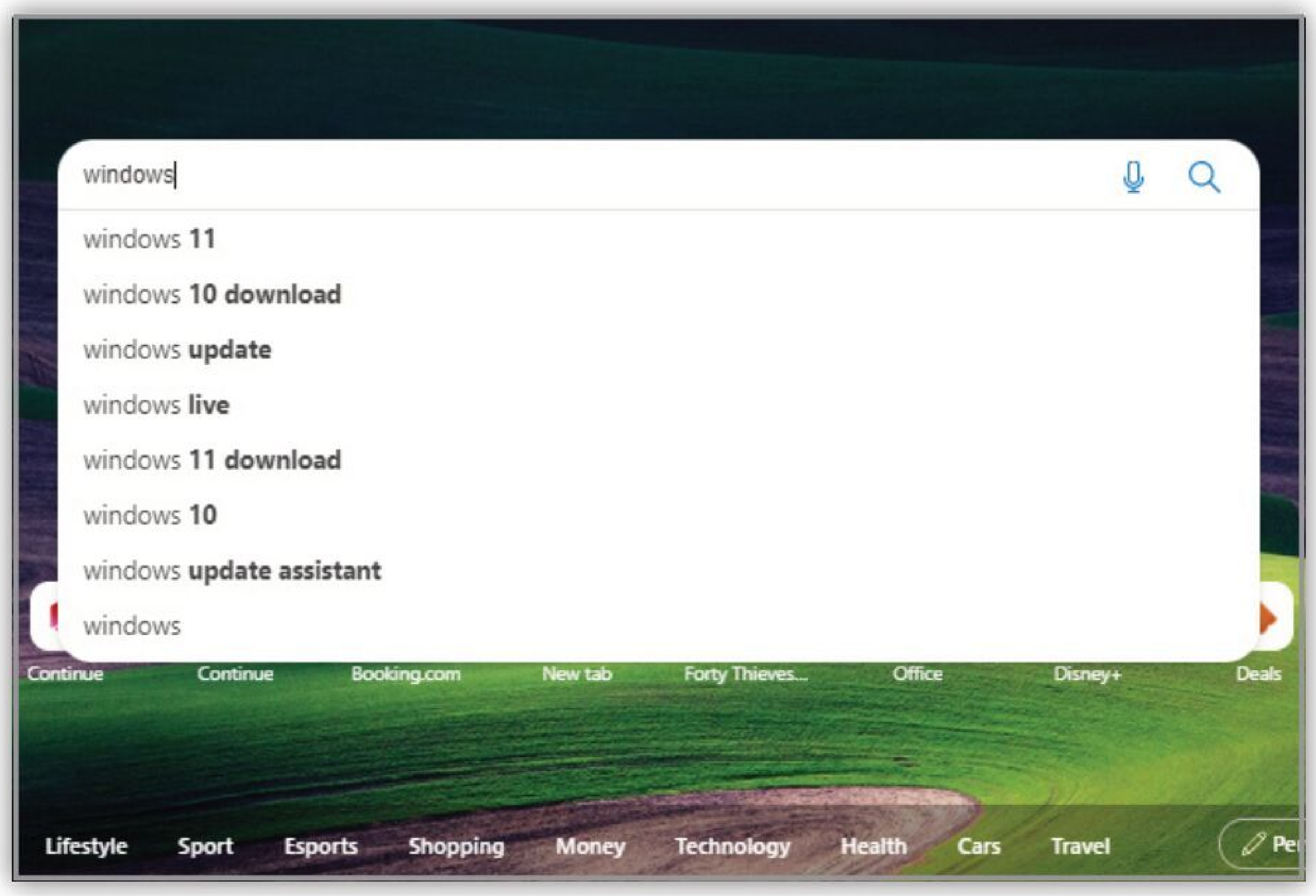
What are we looking at? A piece of modern art in purple and green?

Catalan independence leader Carles
mont arrested in Italy

Bank of England considers tough rules on crypto

Airport Parking Bristol - Best In Class Services

Search in Edge To search for a website or web page, you can type in the search field at the top (which is always there), or you can type in the search box floating on the Start page if you prefer. When you type in either box, Edge shows a list of suggestions based on what it thinks you require. The default search engine is Bing.

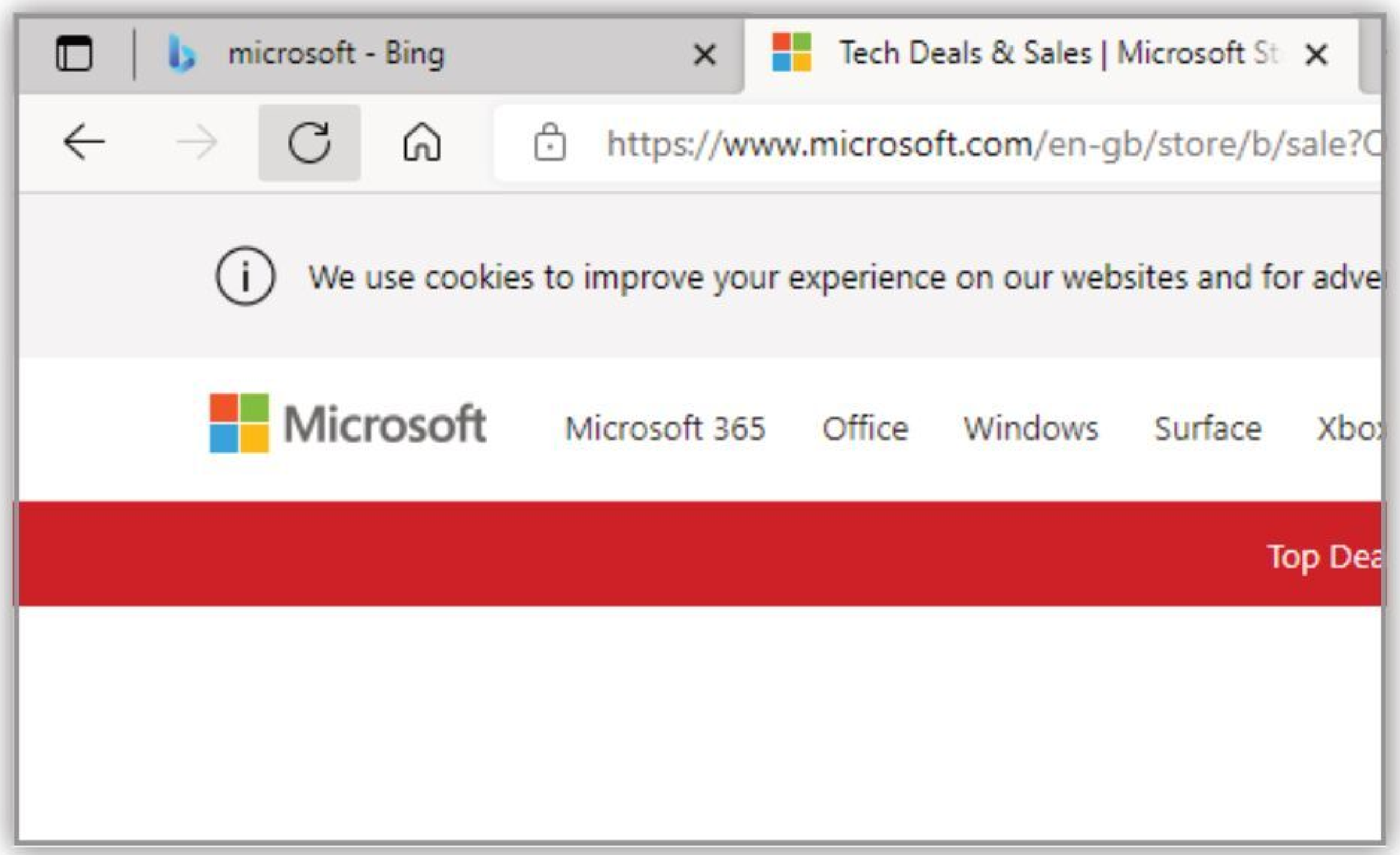

Continue
Continue
Booking.com
New tab
Forty Thieves...
Office
Disney+
Deals
Lifestyle
Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel

windows

windows **11**
windows **10 download**
windows **update**
windows **live**
windows **11 download**
windows **10**
windows **update assistant**
windows

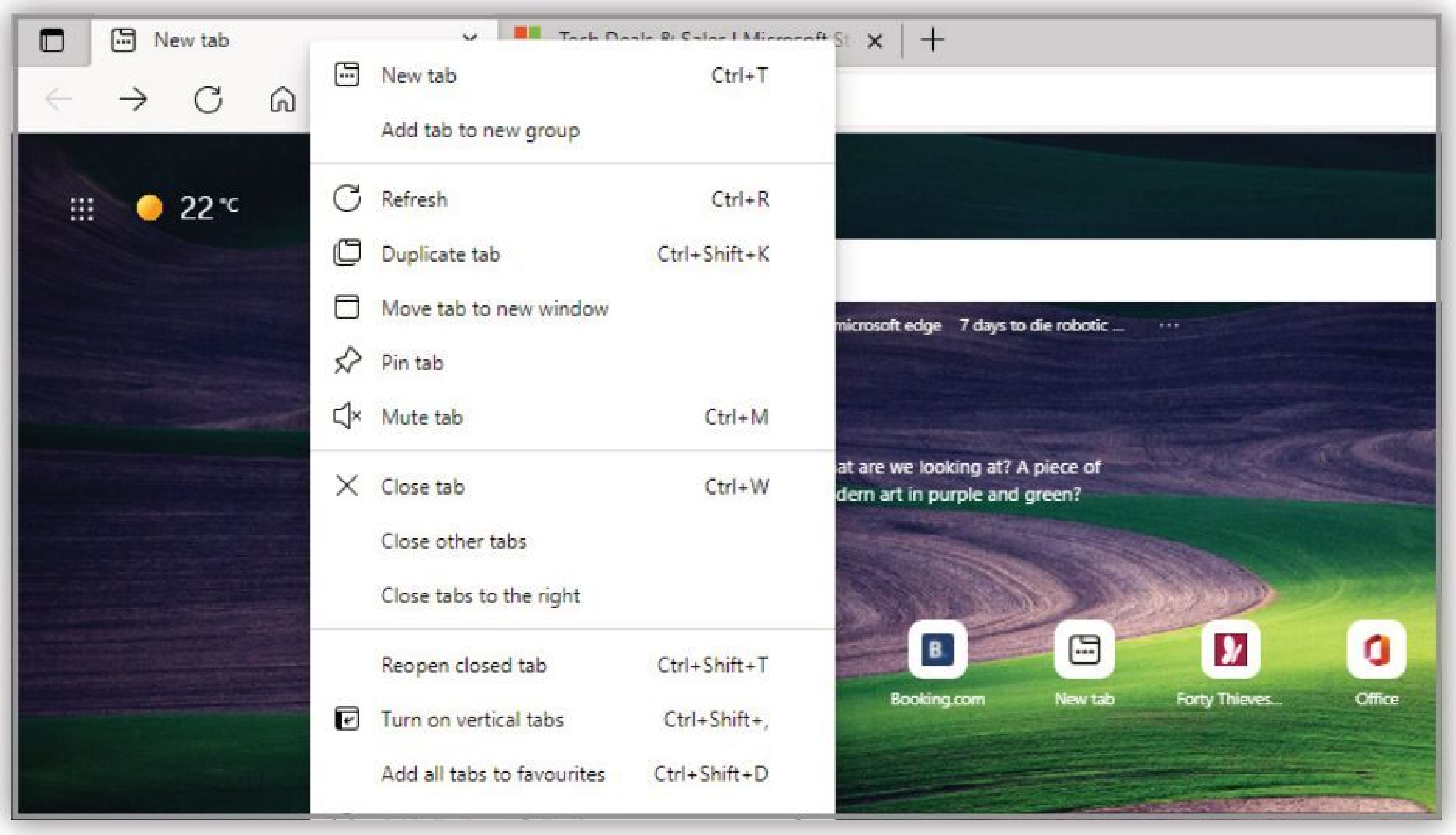
Browser Controls

The browser controls are on the top bar. On the far left is: Back, Forwards and Refresh Page (Home button can be added in the browser settings). On the right are the zoom control, add to favourites, favourites list and collections buttons. There is also a More button to open the browser menu.


microsoft - Bing
Tech Deals & Sales | Microsoft St
https://www.microsoft.com/en-gb/store/b/sale?C
We use cookies to improve your experience on our websites and for adve
Microsoft
Microsoft 365
Office
Windows
Surface
Xbo
Top Dea

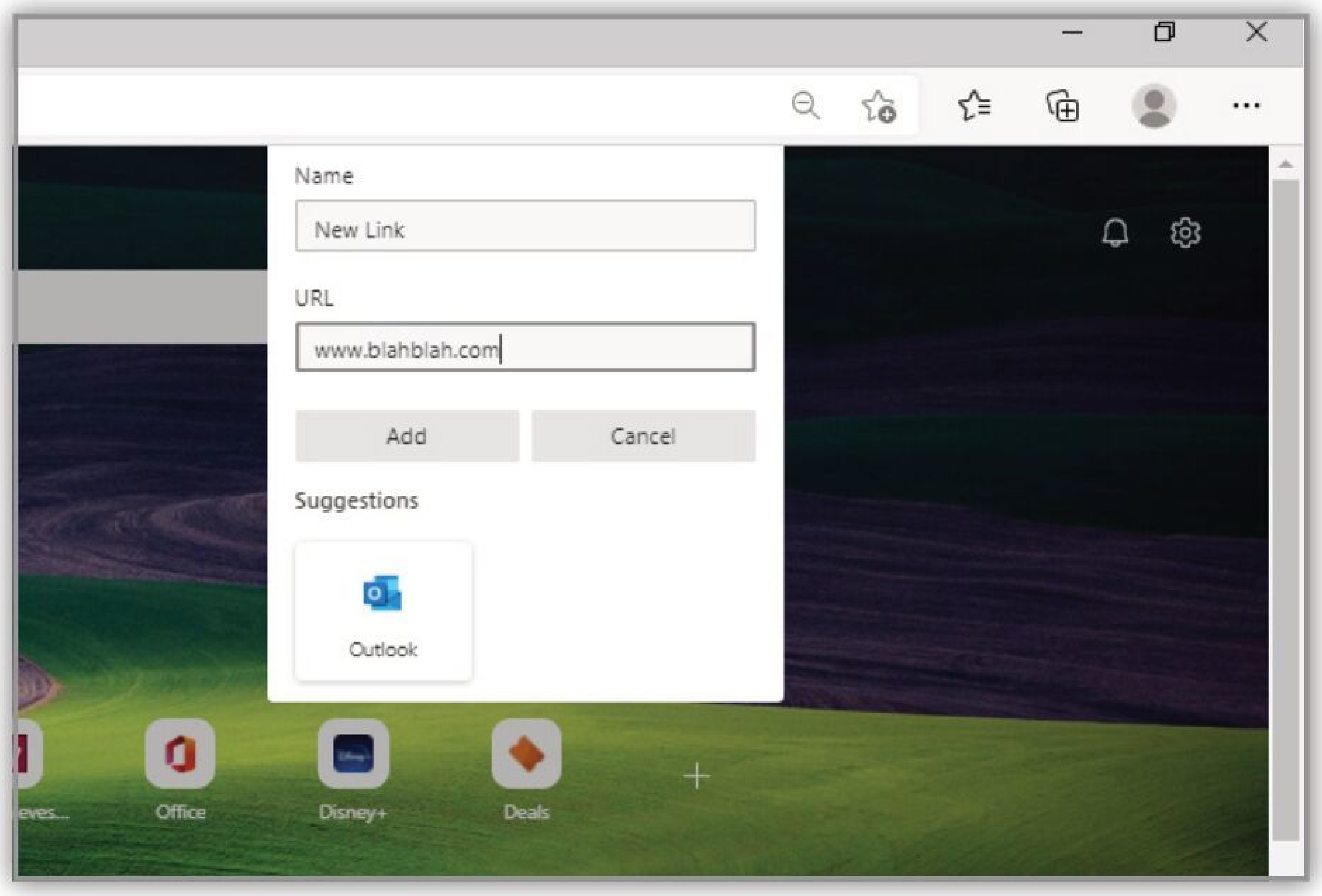
Edge Tabs

Clicking the + opens a new tab and clicking the small X closes the tab. To the left of the tabs is the Tab actions menu button. You can use this to move tabs to the side of the window (vertically), create tab collections and restore recently closed tabs. Right-click on any tab to see additional tab options.


New tab
22 °C
New tab Ctrl+T
Add tab to new group
Refresh Ctrl+R
Duplicate tab Ctrl+Shift+K
Move tab to new window
Pin tab
Mute tab Ctrl+M
Close tab Ctrl+W
Close other tabs
Close tabs to the right
Reopen closed tab Ctrl+Shift+T
Turn on vertical tabs Ctrl+Shift+,
Add all tabs to favourites Ctrl+Shift+D
microsoft edge
7 days to die robotic ...
at are we looking at? A piece of
dern art in purple and green?
Booking.com
New tab
Forty Thieves...
Office

Quick Links

Each Start page layout includes a row of quick links (website icons) below the Start page search field. These will be auto-populated if you are new to Edge, but as you use the browser, these will be replaced by your recent/often visited sites. You can add sites by clicking the plus symbol (+) button on the right.

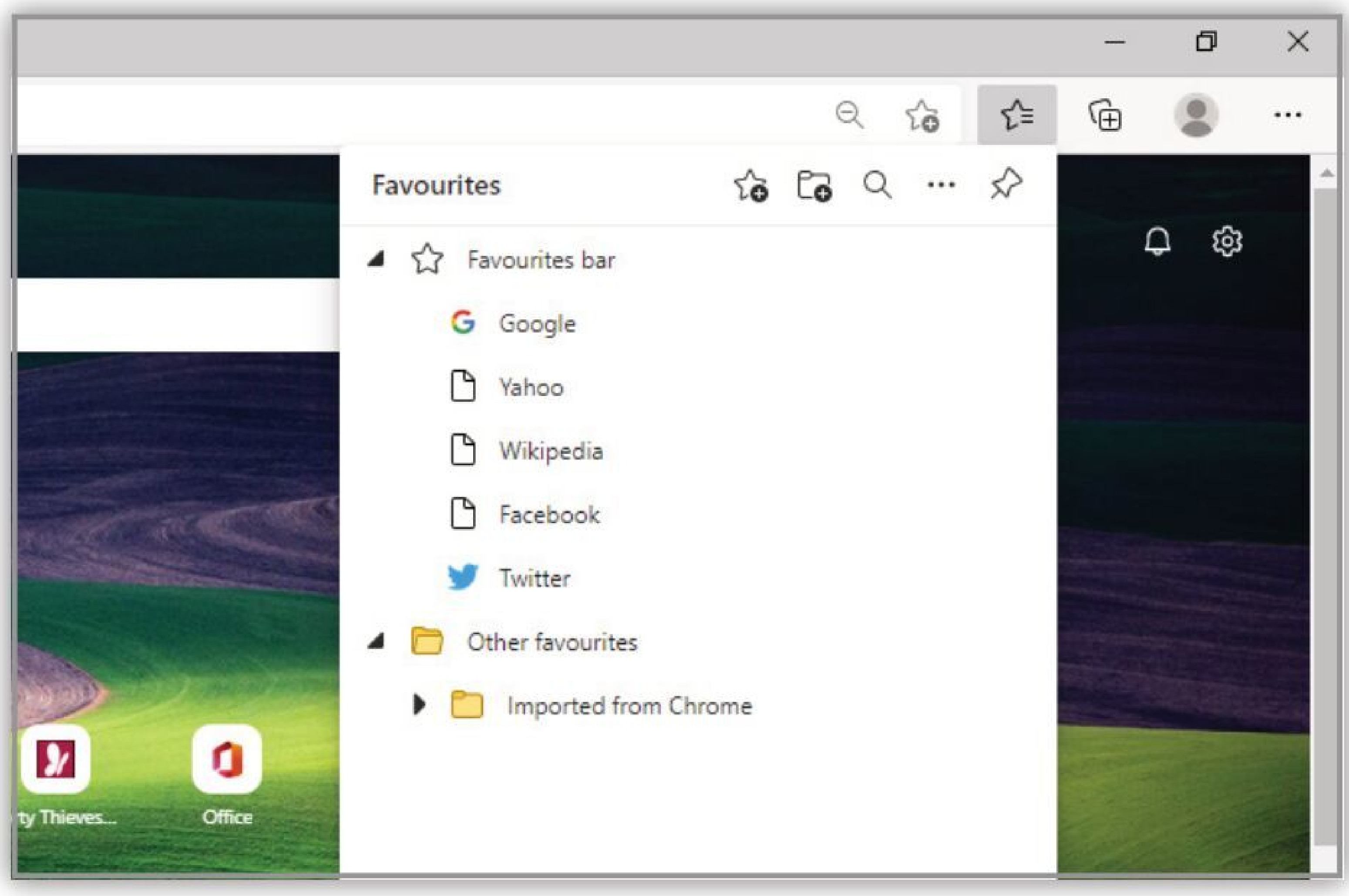

Add
Cancel
Suggestions
Outlook
Office
Disney+
Deals
+

Name: New Link

URL: www.blahblah.com

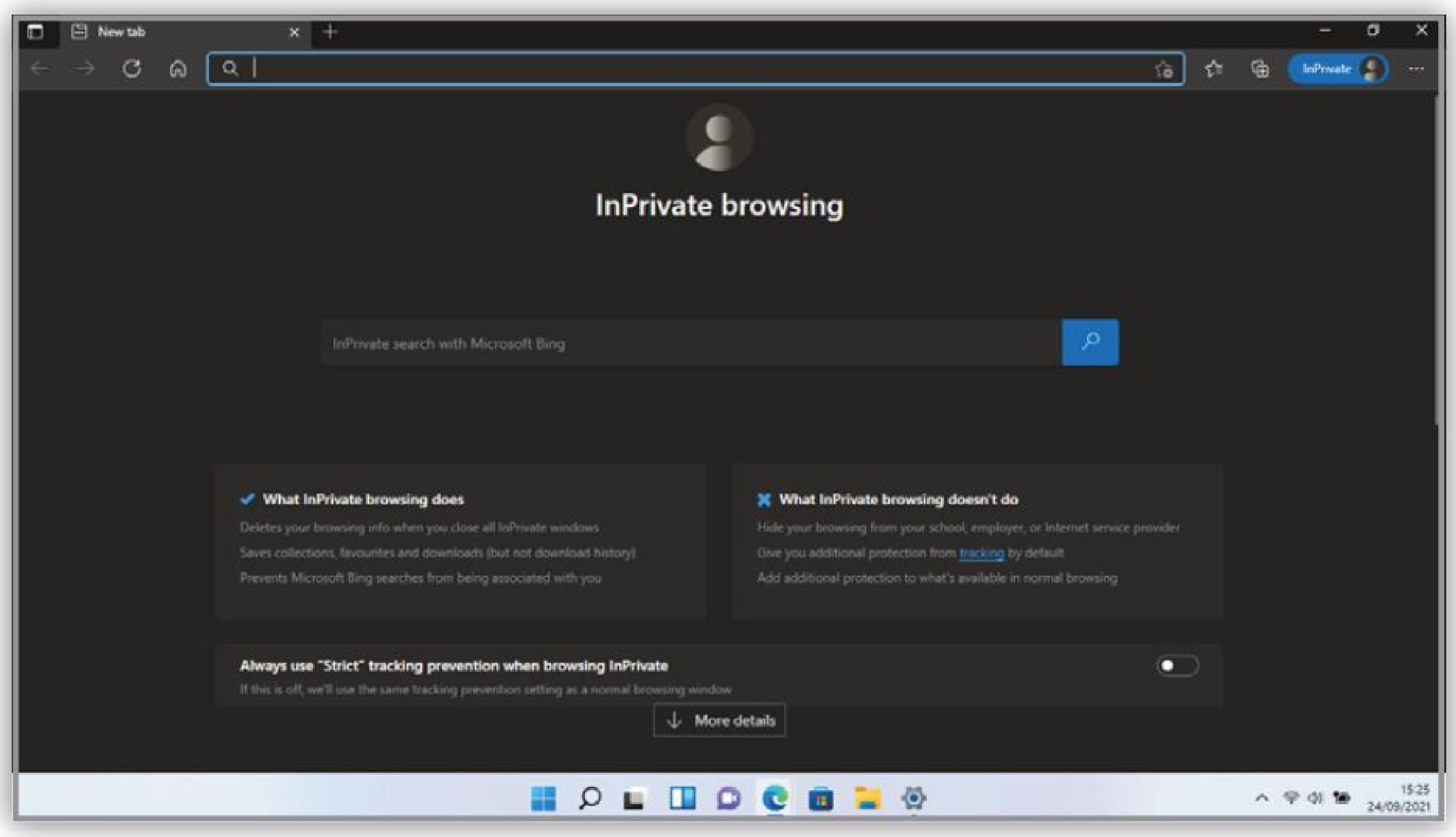
Favourites

To access Favourites, or bookmarked sites, click the button directly to the right of the address bar (star with three lines). Clicking it opens a fly-out list, at the top of which is the option to "Manage favourites". This opens the list in a new page, where you can remove or re-order them.


Favourites
Favourites bar
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Imported from Chrome
ty Thieves...
Office

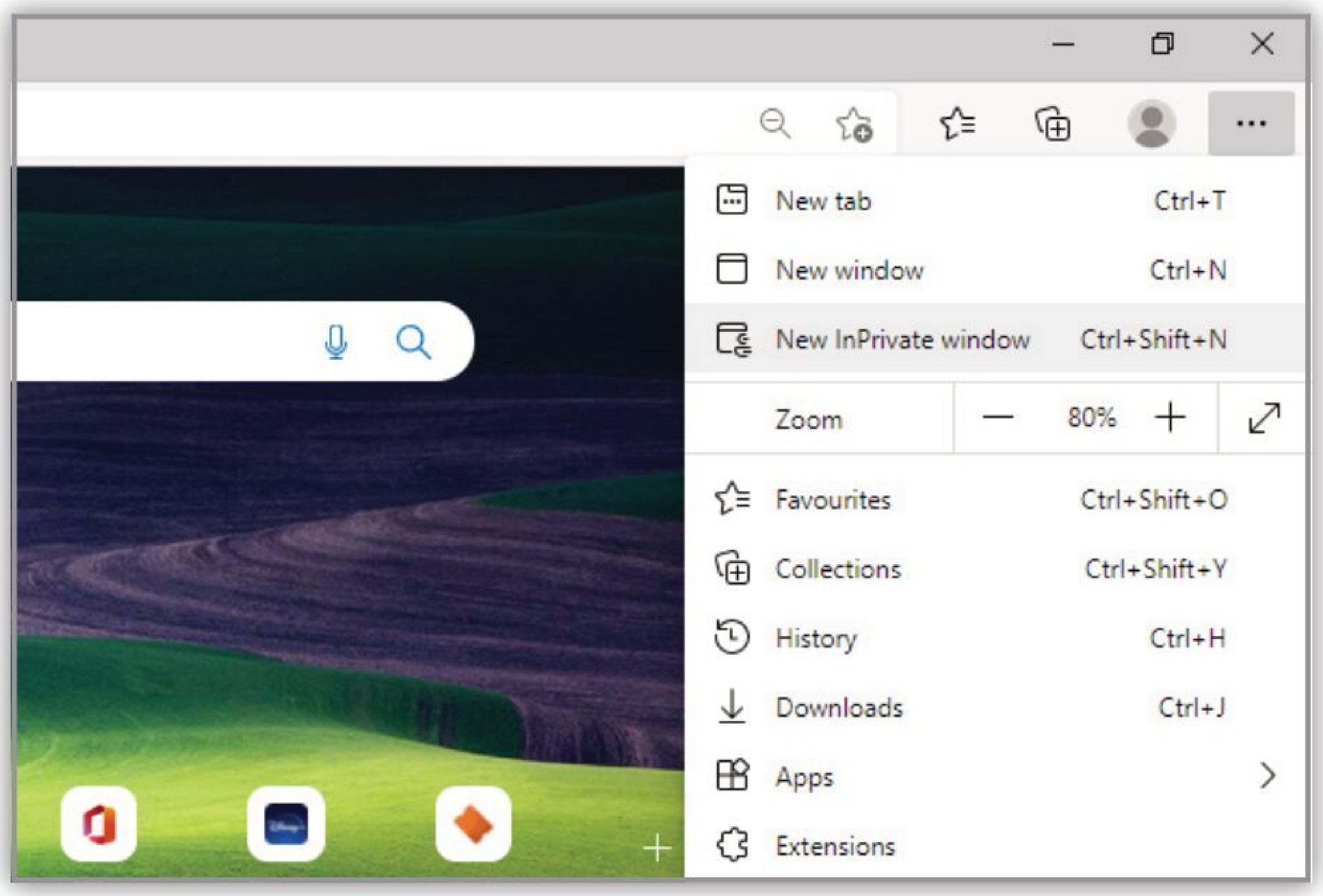
InPrivate Window

If you want to browse in private mode when using Edge, you can do so easily. To open a new InPrivate tab, click the browser menu button at the top right and select "New InPrivate Window". You can also open a new private tab by using the keyboard shortcut Ctrl + Shift + N while Edge is active.


New tab
InPrivate
InPrivate browsing
InPrivate search with Microsoft Bing
What InPrivate browsing does
What InPrivate browsing doesn't do
Always use "Strict" tracking prevention when browsing InPrivate
More details

Edge Menu

Click the Menu button (three small dots on the top right) to open the Edge menu. From this menu, you're able to access Settings, print a page and find words or phrases in the open web page. It also contains links to Favourites, Collections, History, Downloads, Apps, Extensions and much more.


New tab Ctrl+T
New window Ctrl+N
New InPrivate window Ctrl+Shift+N
Zoom — 80% +
Favourites Ctrl+Shift+O
Collections Ctrl+Shift+Y
History Ctrl+H
Downloads Ctrl+J
Apps
Extensions

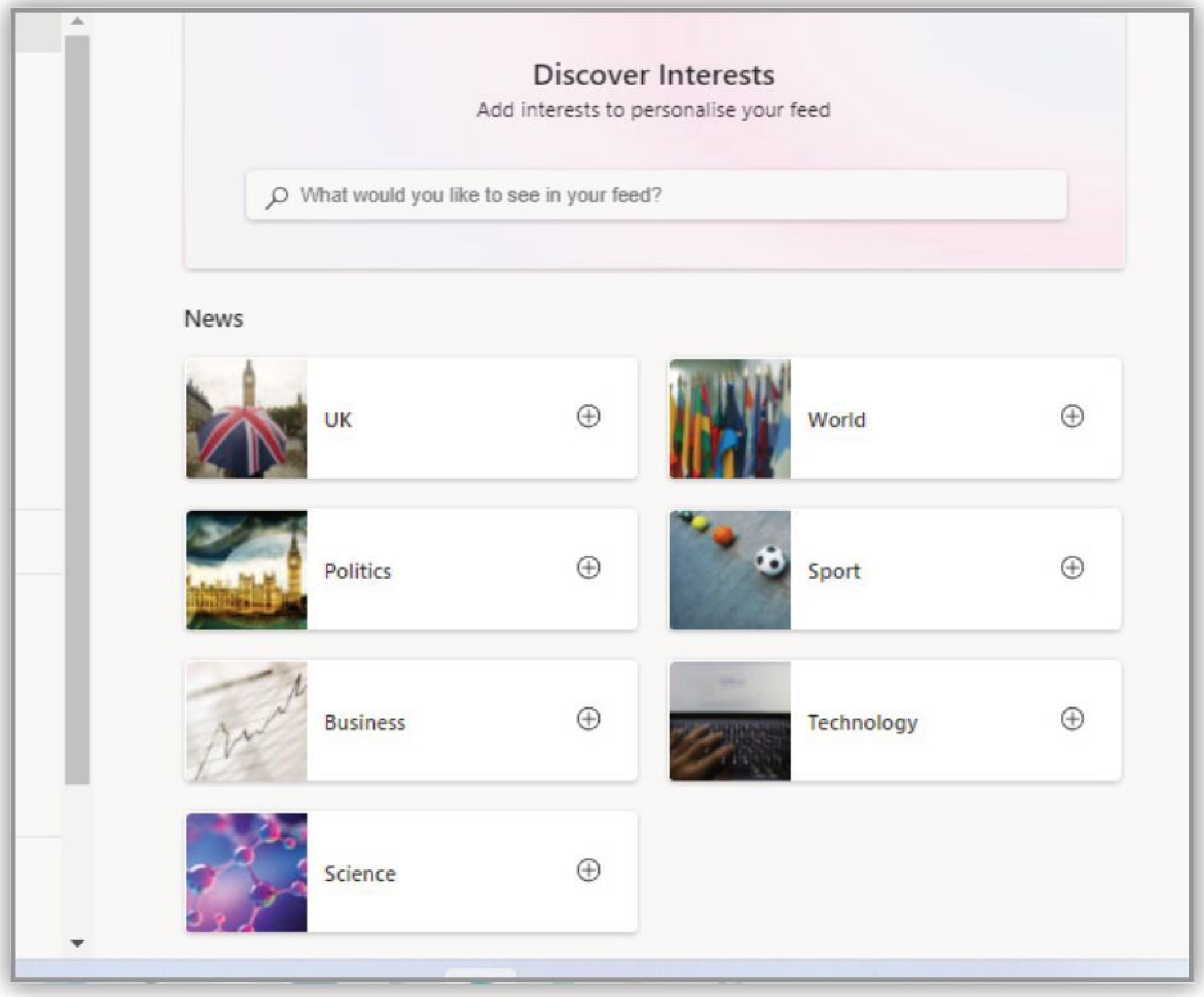
How to Use the Edge Browser continued...

The Edge News Feed

The news feed in Edge is automatically created. Along the top of the news feed are tabs to different news categories, and beside these are buttons that allow you to personalise the feed.

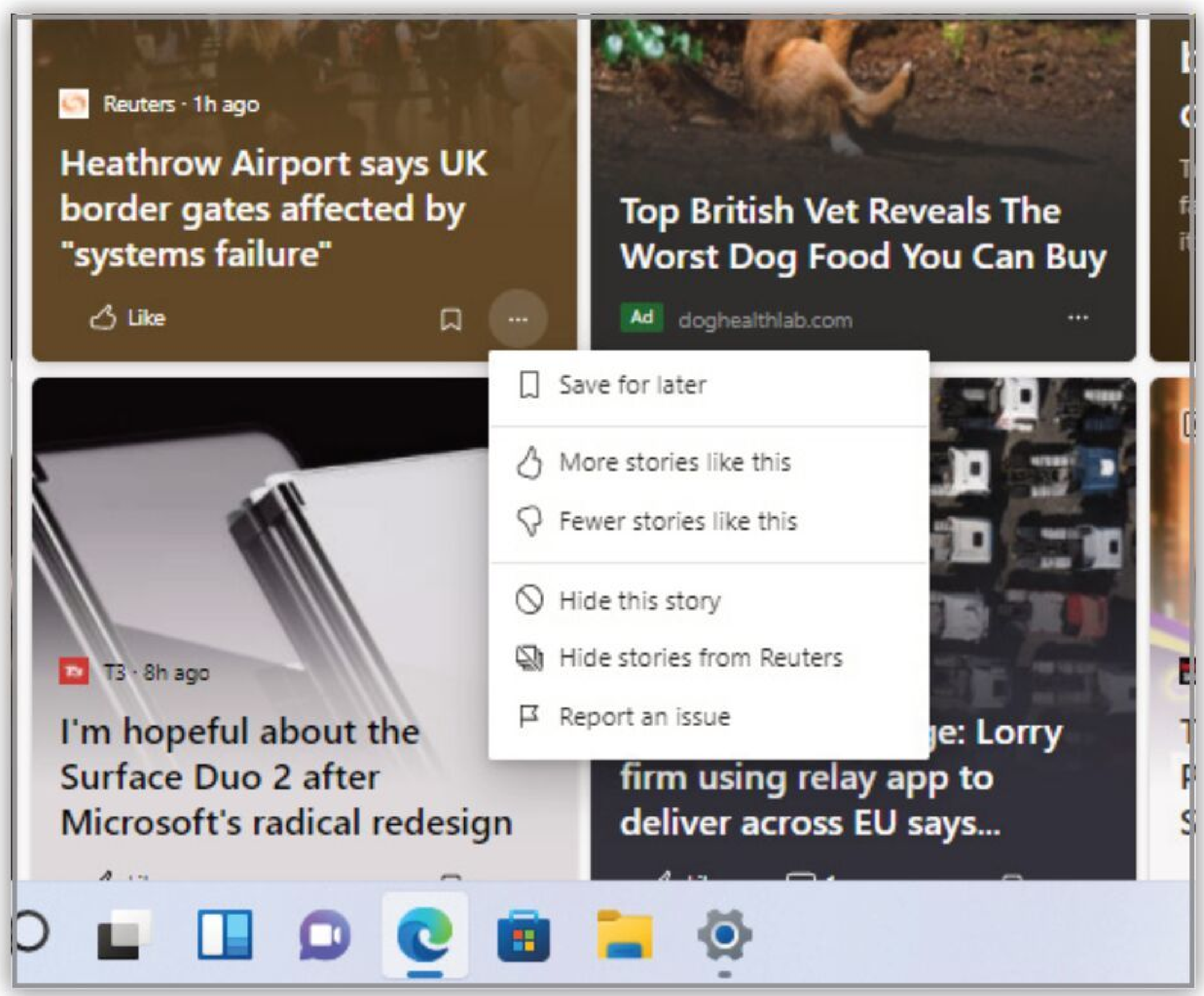
Personalising the Feed

Click the Content visibility button to choose how news stories are displayed (visible, partially visible or headings only). The Personalise button lets you choose which categories are displayed, if information cards are included (weather, etc.), and which news types alert you with a notification.


Discover Interests
Add interests to personalise your feed
What would you like to see in your feed?
News
UK
World
Politics
Sport
Business
Technology
Science

Curating News Stories

The more you use Edge, the more the stories adapt to suit your interests. You can help this process by interacting with stories. Click the X to close stories that don't interest you, click the More menu button on a story to save it, vote for more/fewer stories like this and hide stories from that source.


Reuters · 1h ago

Heathrow Airport says UK border gates affected by "systems failure"

Top British Vet Reveals The Worst Dog Food You Can Buy

Ad doghealthlab.com

T3 · 8h ago

I'm hopeful about the Surface Duo 2 after Microsoft's radical redesign

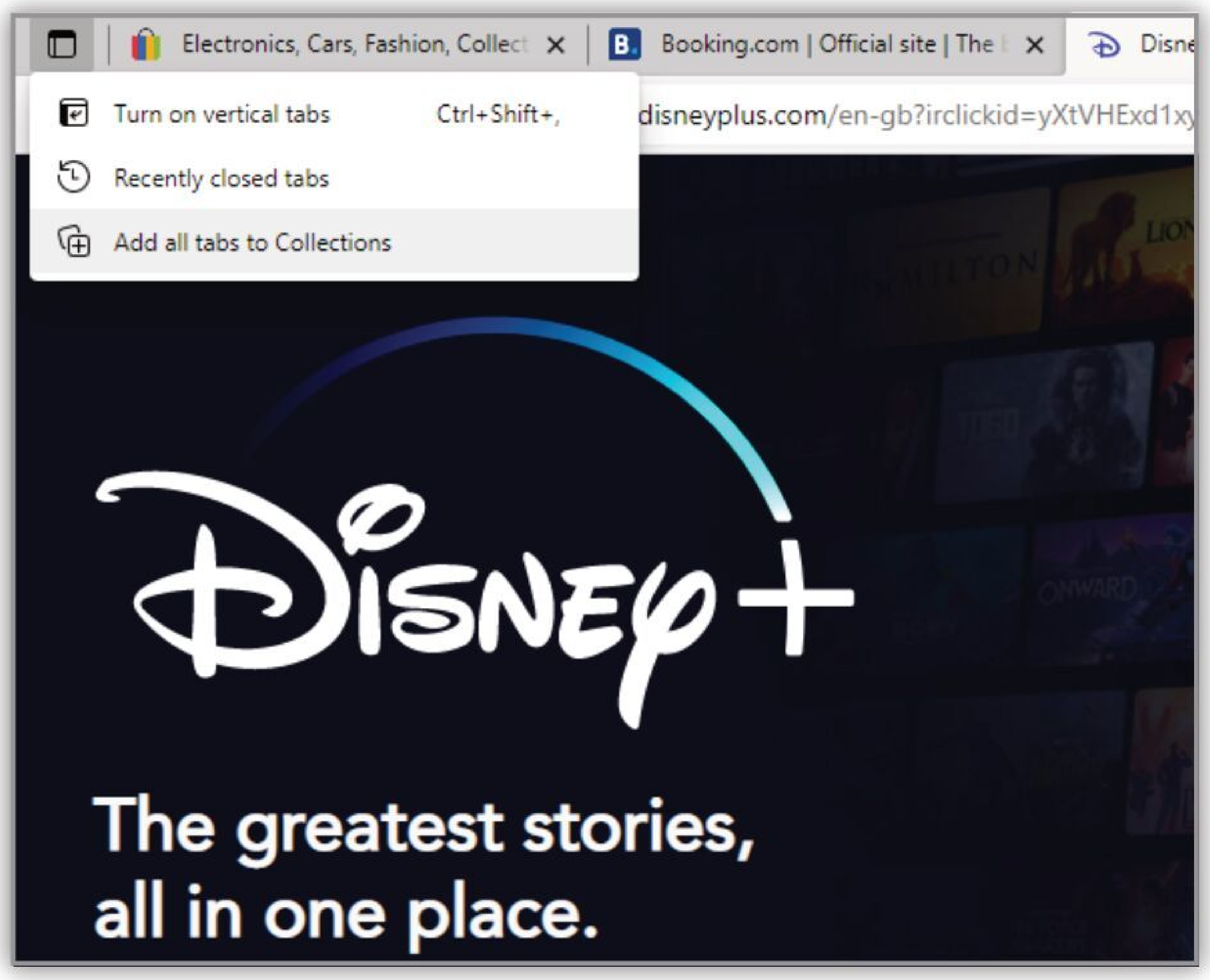
firm using relay app to deliver across EU says...
Like
Save for later
More stories like this
Fewer stories like this
Hide this story
Hide stories from Reuters
Report an issue

Edge Collections

A relatively new feature in Edge, Collections are groups of tabs that are saved together, allowing you to instantly open your most used websites in one click.

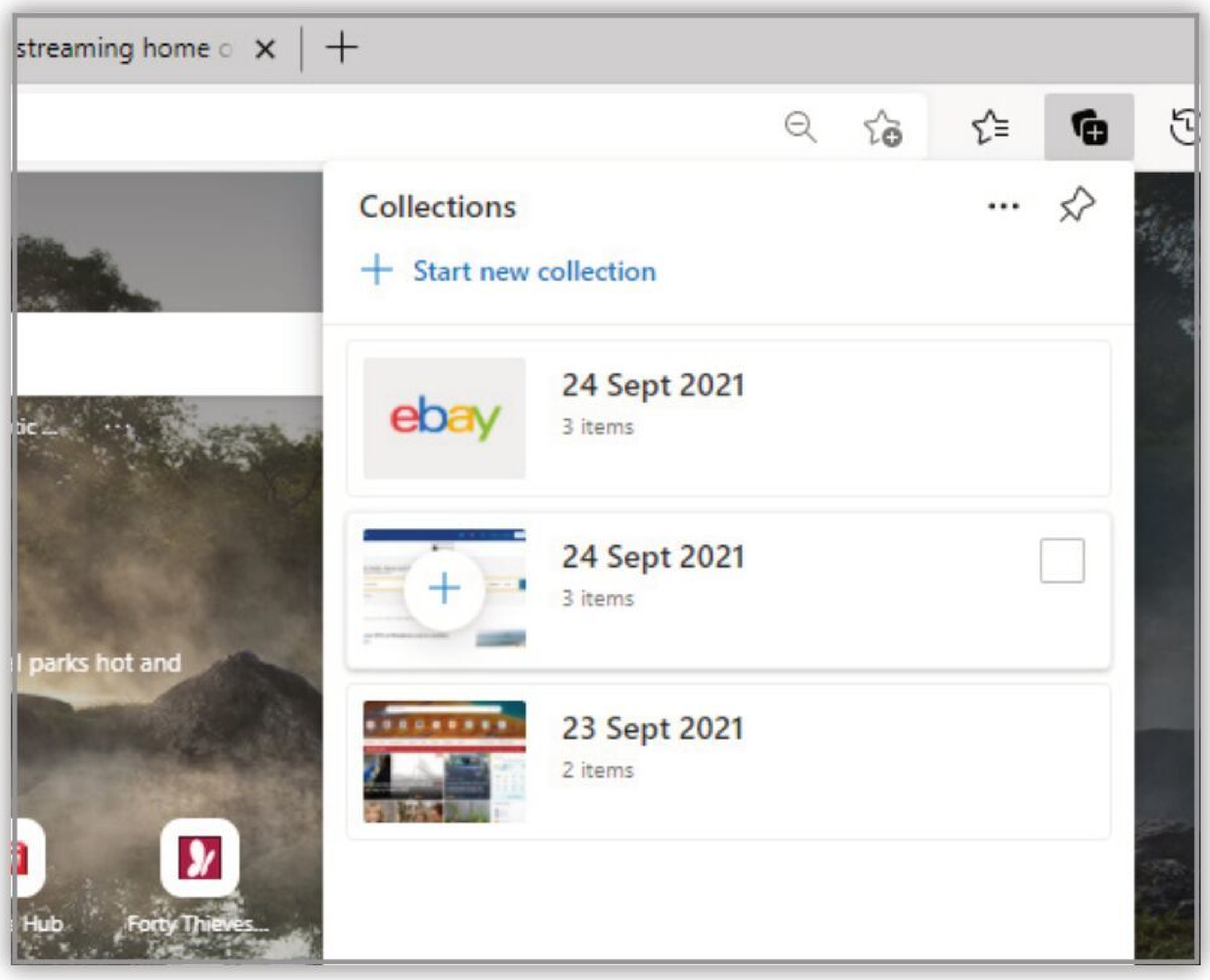
Step 1

Open the websites that you want to save in a Collection, in separate tabs. Click the Tab Actions button (top-left) and from the menu, select "Add all tabs to Collections". A notification will appear below the Collections button in the browser tools bar. This confirms that the Collection was saved.


Electronics, Cars, Fashion, Collect
Booking.com | Official site | The
Disne
Turn on vertical tabs Ctrl+Shift+,
Recently closed tabs
Add all tabs to Collections
disneyplus.com/en-gb?irclickid=yXtVHExd1x
Disney+
The greatest stories, all in one place.

Step 2

To open a Collection, you'll need to click the Collections button, and right-click on the collection you want to open. Select "Open all [number]". You can edit the collections by clicking on them here, and adding or removing pages. You can also rename the collections by clicking on the date title at the top.

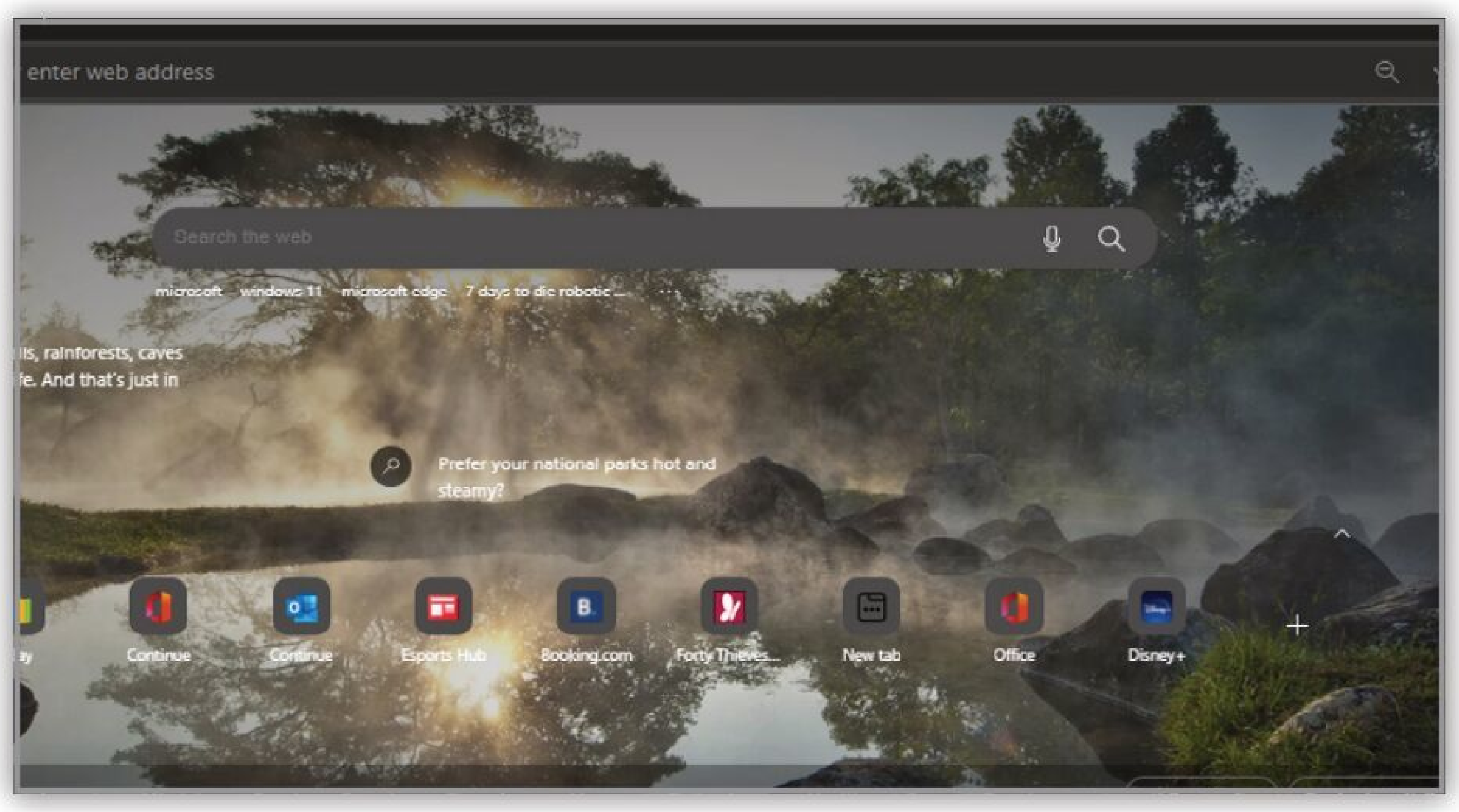

streaming home
Collections
Start new collection
ebay
24 Sept 2021
3 items
24 Sept 2021
3 items
23 Sept 2021
2 items
parks hot and
Hub
Forty Thieves

Personalising Edge

Aside from the customisations to the Start page, you can personalise the look of the browser in several other ways too.

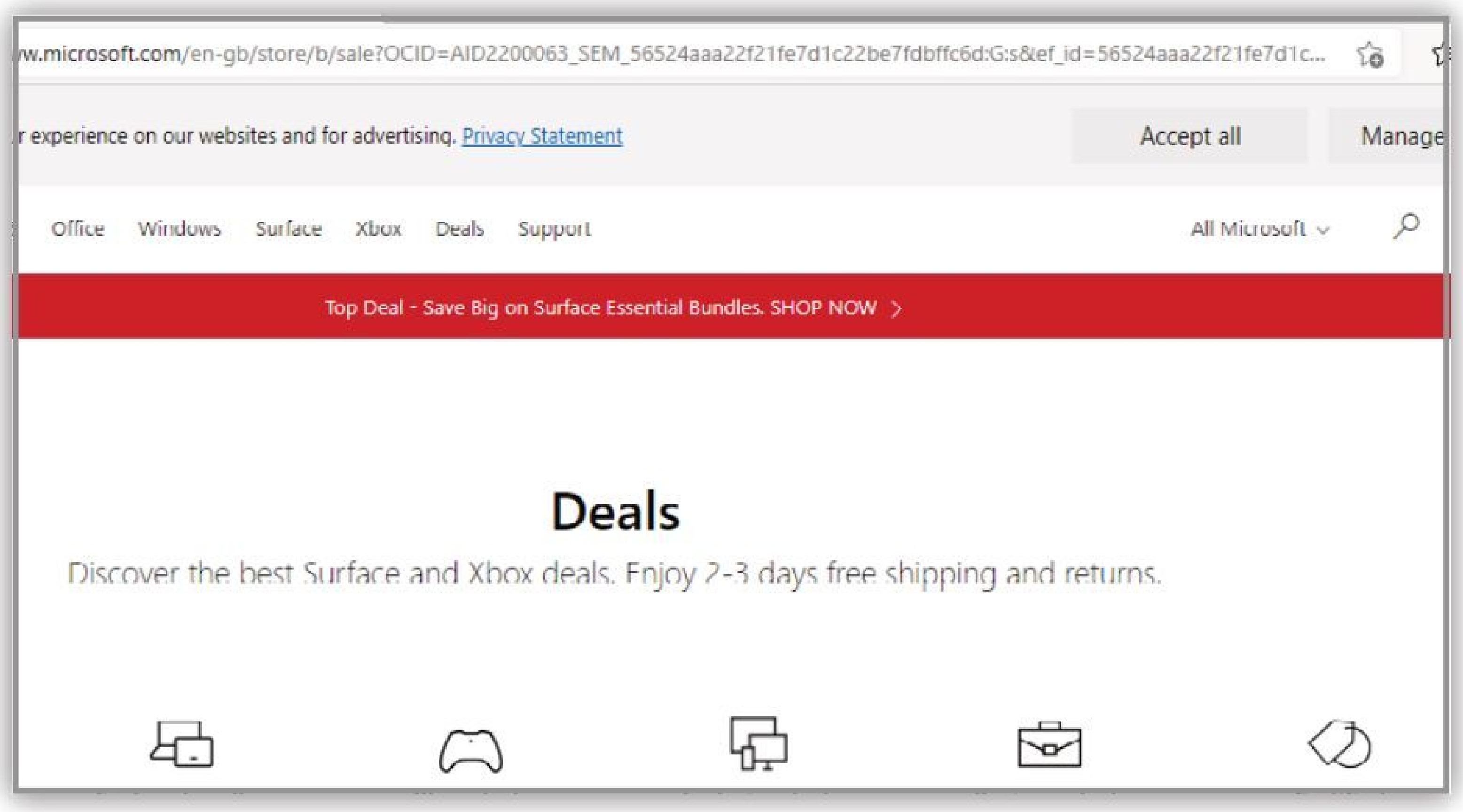
Light or Dark Theme

If you have changed the system theme to light or dark, Edge should automatically be set to the same. You can, however, choose the theme for Edge separately to the system theme. Open the Edge menu > Settings, and click Appearance. Choose the light, dark or system default theme.


enter web address
Search the web
Prefer your national parks hot and steamy?
Continue
Continue
Esports Hub
Booking.com
Forty Thieves
New tab
Office
Disney+

Add Browser Controls

The default browser controls are Back, Forward and Refresh page. Open the menu > Settings > Appearance and you can scroll down to see more buttons to add. These include Home (including option to set the URL), Extensions, History, Downloads and strangely, a Maths Solver button.

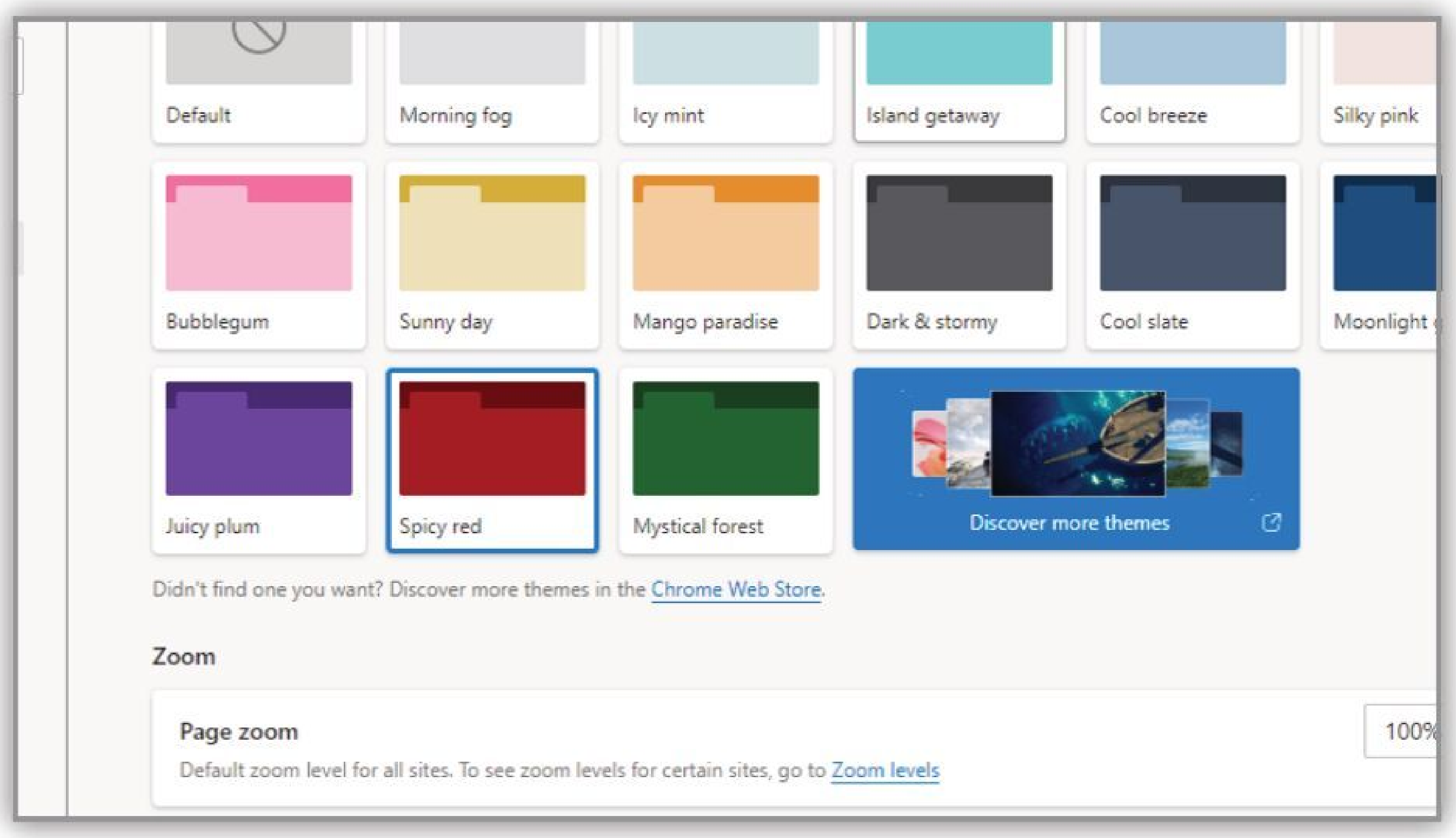

Accept all
Manage
Office
Windows
Surface
Xbox
Deals
Support
All Microsoft
Top Deal - Save Big on Surface Essential Bundles. SHOP NOW

Deals

Discover the best Surface and Xbox deals. Enjoy 2-3 days free shipping and returns.

Edge Themes

As well as light or dark, Edge lets you choose from about 15 other theme colours, from Morning Fog to Mystical Forest. Go to Edge menu > Settings > Appearance and click on the theme colour you want to apply. This will only apply colour to the top bar and tabs. It will not override the light/dark setting.

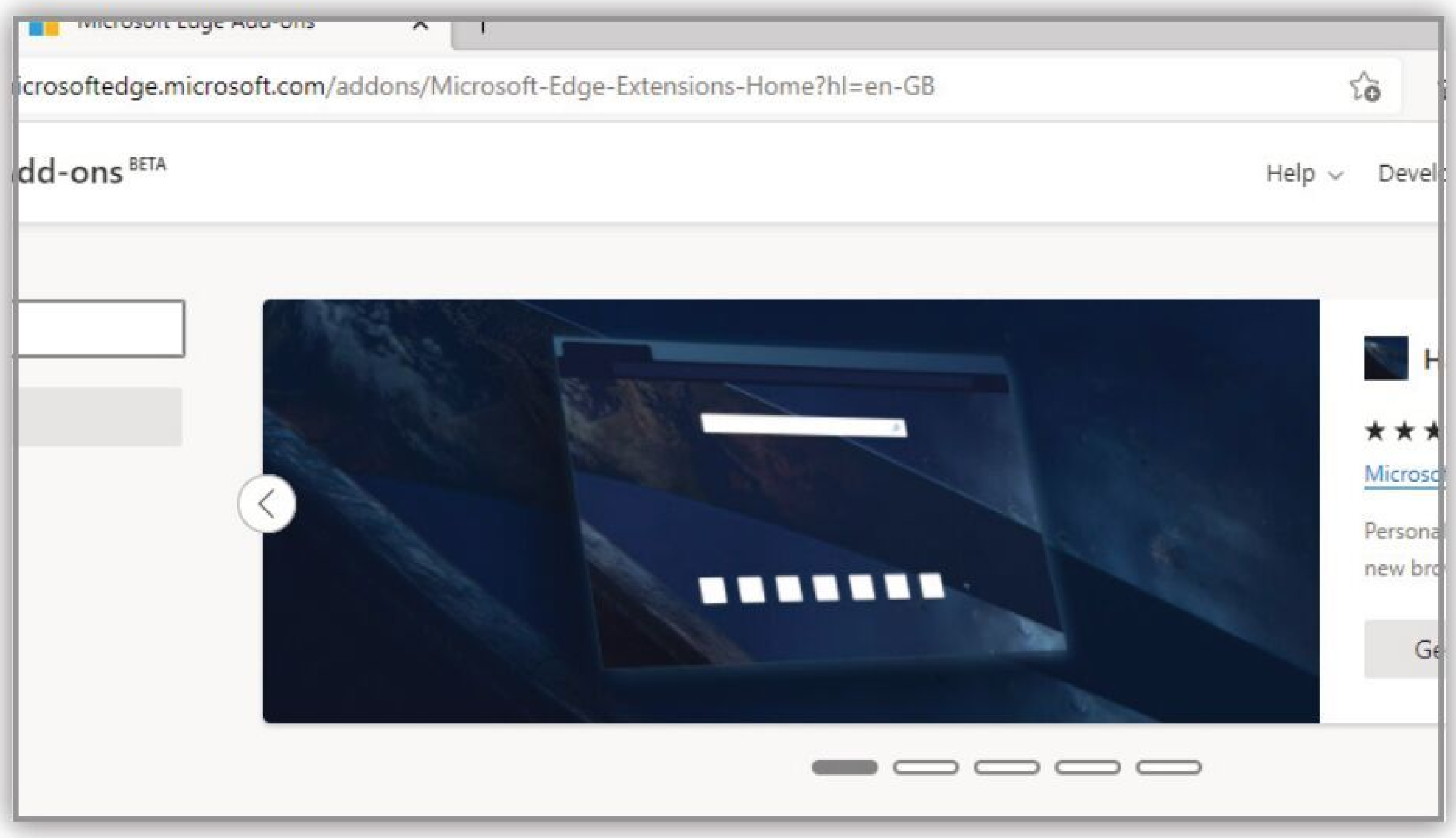

Default
Morning fog
Icy mint
Island getaway
Cool breeze
Silky pink
Bubblegum
Sunny day
Mango paradise
Dark & stormy
Cool slate
Juicy plum
Spicy red
Mystical forest
Discover more themes
Zoom
Page zoom
100%

Didn't find one you want? Discover more themes in the Chrome Web Store.

Default zoom level for all sites. To see zoom levels for certain sites, go to Zoom levels

Extensions

Just like the previous version, Edge Chromium features extensions, which are downloaded from the Microsoft Store. You can view installed extensions in the Browser Menu > Extensions. There are fewer extensions available for the new version, but this situation will improve as it matures.

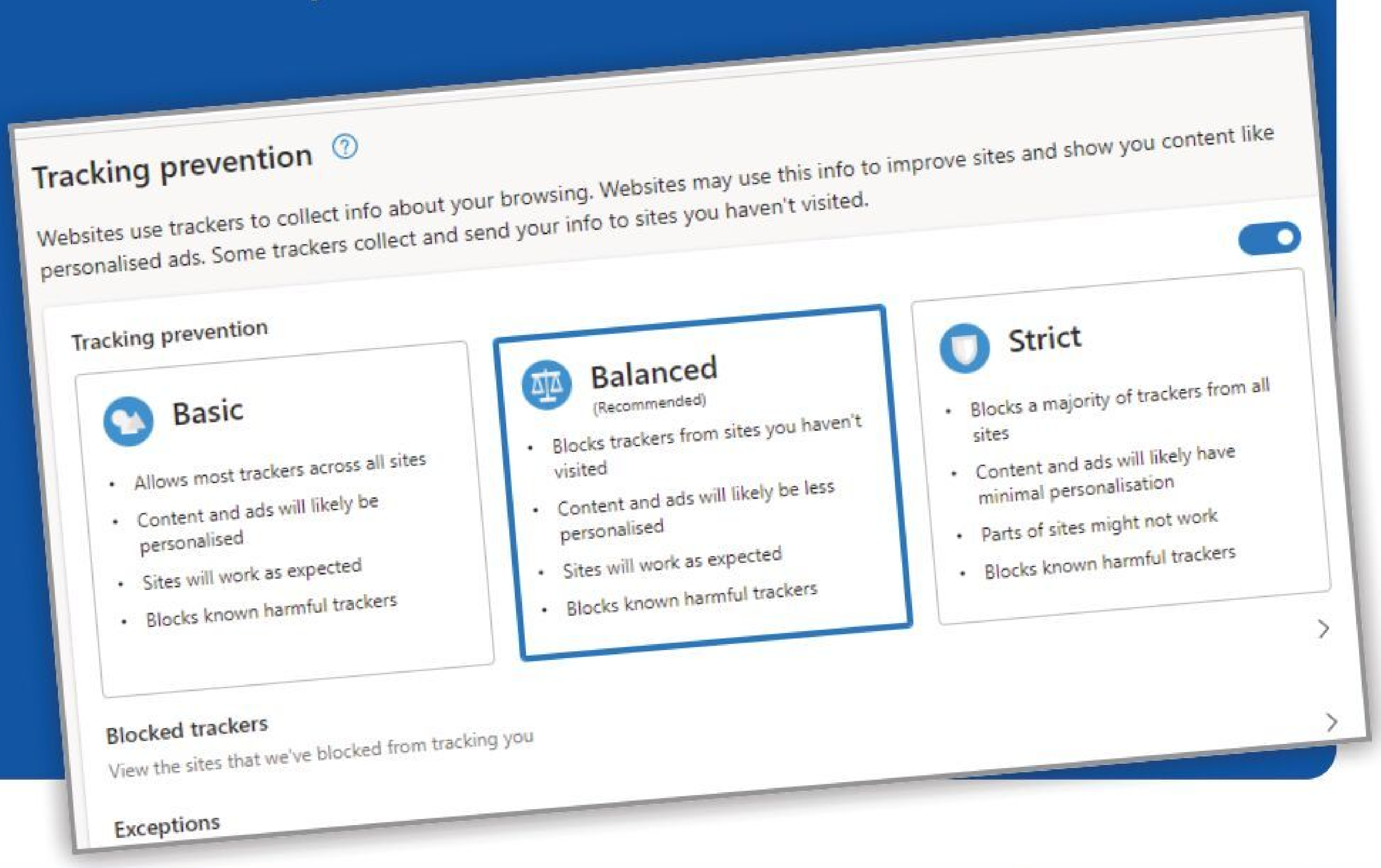

icrosoftedge.microsoft.com/addons/Microsoft-Edge-Extensions-Home?hl=en-GB
dd-ons BETA
Help
Devel

Edge Privacy

Microsoft seems to be taking users' privacy choices seriously with Edge Chromium, and you now have a much easier way to control your browsing data and history. The biggest improvement is Tracking Prevention. You can access these settings in Browser Menu > Settings > Privacy & Services.

You can choose three different levels of tracking prevention: Basic, Balanced and Strict. These options all block known harmful trackers, but how personalised content (such as adverts) is displayed and how well all website features work, depends on the level you choose. Our advice is to switch to Strict and then see how it affects your favourite websites. If you find things are not displayed as they should be, you can always switch back to Balanced.

You can view sites that you have blocked from tracking you, and also allow exceptions if there are sites which you want to allow to track you.



Tracking prevention

Websites use trackers to collect info about your browsing. Websites may use this info to improve sites and show you content like personalised ads. Some trackers collect and send your info to sites you haven't visited.

Tracking prevention

Basic
- Allows most trackers across all sites
- Content and ads will likely be personalised
- Sites will work as expected
- Blocks known harmful trackers

Balanced
(Recommended)
- Blocks trackers from sites you haven't visited
- Content and ads will likely be less personalised
- Sites will work as expected
- Blocks known harmful trackers

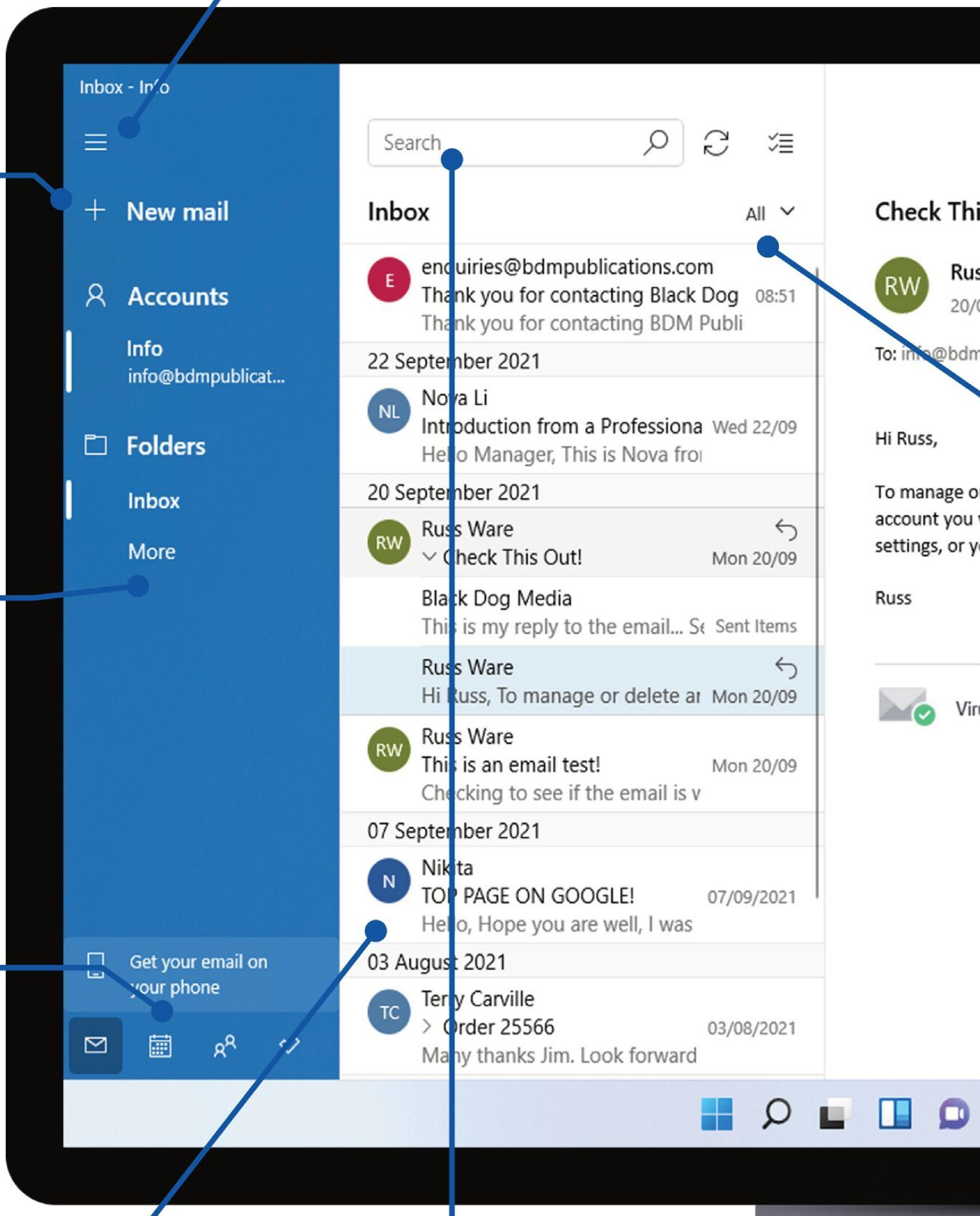
Strict
- Blocks a majority of trackers from all sites
- Content and ads will likely have minimal personalisation
- Parts of sites might not work
- Blocks known harmful trackers

Blocked trackers
View the sites that we've blocked from tracking you

Exceptions

Exploring Windows Mail

Long gone are the days of Microsoft Outlook Express being included with new releases of the OS, replaced instead by the Microsoft Mail app. This app first appeared in Windows 8, was vastly improved in Windows 10, and has now been improved yet again for Windows 11.



enquiries@bdmpublications.com
Thank you for contacting Black Dog 08:51
Thank you for contacting BDM Publi

22 September 2021

Nova Li
Introduction from a Professiona Wed 22/09
Hello Manager, This is Nova fro

20 September 2021

Russ Ware
Check This Out! Mon 20/09

Black Dog Media
This is my reply to the email... Se Sent Items

Russ Ware
Hi Russ, To manage or delete a Mon 20/09

Russ Ware
This is an email test! Mon 20/09
Checking to see if the email is v

07 September 2021

Nikita
TOP PAGE ON GOOGLE! 07/09/2021
Hello, Hope you are well, I was

03 August 2021

Terry Carville
Order 25566 03/08/2021
Many thanks Jim. Look forward

Hi Russ,

To manage o
account you
settings, or y

Russ

1 New Mail Button

If you are not replying to an email, but rather starting a new email, you can do so in a couple of different ways. You can either click the New Mail button at the top of the Mail Menu or you can use the Ctrl-N. Both methods open a new email in the main window, with a blank recipient field.

2 Mail Menu

The left-hand menu, which can be minimised and expanded using the button at the top of the panel, contains all of your email accounts (those you have added to Windows Mail). Click on any of your email account headers and the individual folders, such as Inbox and Sent Items, are displayed here also.

3 Calendar View

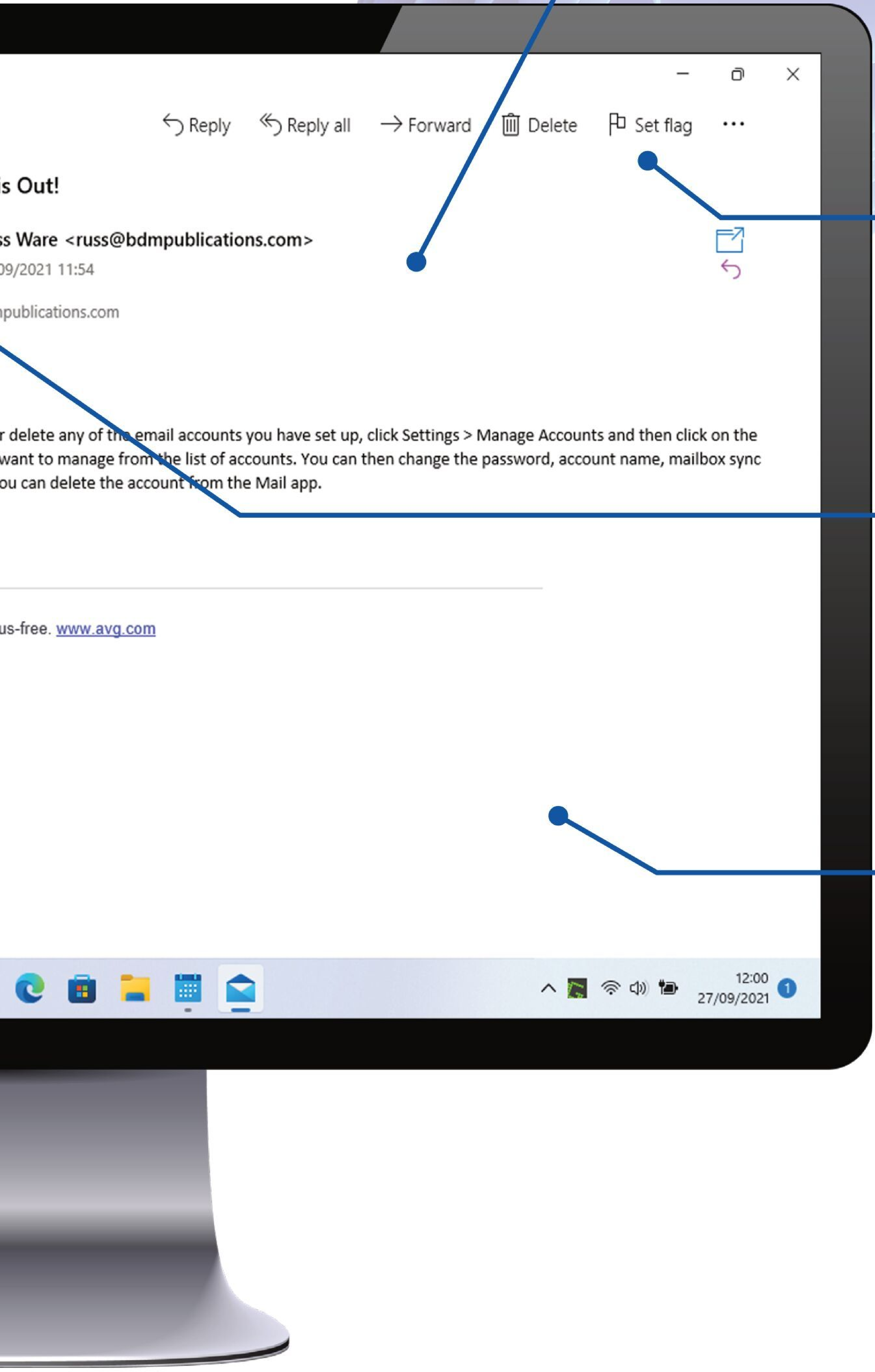
You can open the Windows Calendar app directly from within the Mail app. Click the Mail app icon at the bottom of the Mail Menu panel and the calendar screen will open in a second window. If you have never used the Calendar app before, you will need to link it to an account.

4 Mail Folder

The messages in whichever email folder you have selected are shown in this panel. By default, the most recent emails are at the top of the list. You can change how the emails are viewed, so that only unread or flagged emails are displayed, using the dropdown menu at the top of the inbox.

5 Search

The new Windows 11 Mail App incorporates the same redeveloped background code that Windows Explorer uses. What this means is that any searches you conduct will be quicker, and more efficient than previous versions of the app.



s Out!

ss Ware <russ@bdmpublications.com>

09/2021 11:54

publications.com

r delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the
want to manage from the list of accounts. You can then change the password, account name, mailbox sync
ou can delete the account from the Mail app.

us-free. www.avg.com

6 Mail Settings

The settings for the Mail app allow you to easily add accounts, change how emails are displayed when they arrive, whether outgoing emails have a signature (which can be customised) added to them, as well as how you are notified of new emails in Windows 11

7 Message Format

How messages appear can differ depending on the type of account you've specified and setup. For example, Google and Gmail emails accounts may look slightly different to those of iCloud or Yahoo!. This is mainly due to the way that the different mail providers encode their messages and delivery systems.

8 Message Options

In a row along the top of the main message window are the message options. These include Reply, Reply All, Forward, Archive and Delete emails; more options can be seen by clicking the Menu button to the right. The message options only appear when viewing a received message.

9 Message Tools

Roll over or click on any of the messages in your inbox, sent items or drafts folders and three icons will appear. These let you quickly Archive, Delete or Flag any message directly in the folder panel. Archived messages can be recovered at any time and returned to the inbox if required.

10 Main Message Window

When you start a new email or select an email in one of the mail folders, it will appear in the main message window. As you would normally, you can scroll down to view all of the messages shown. You can roll over the address in the To: field, to see more contact details.

Customise Mail

You can customise how the Email app looks in a number of ways, from simple changes like choosing between a light and dark theme, to setting the overall colour and changing the background image for the app. To personalise the Mail app, click the Settings button and select "Personalisation".

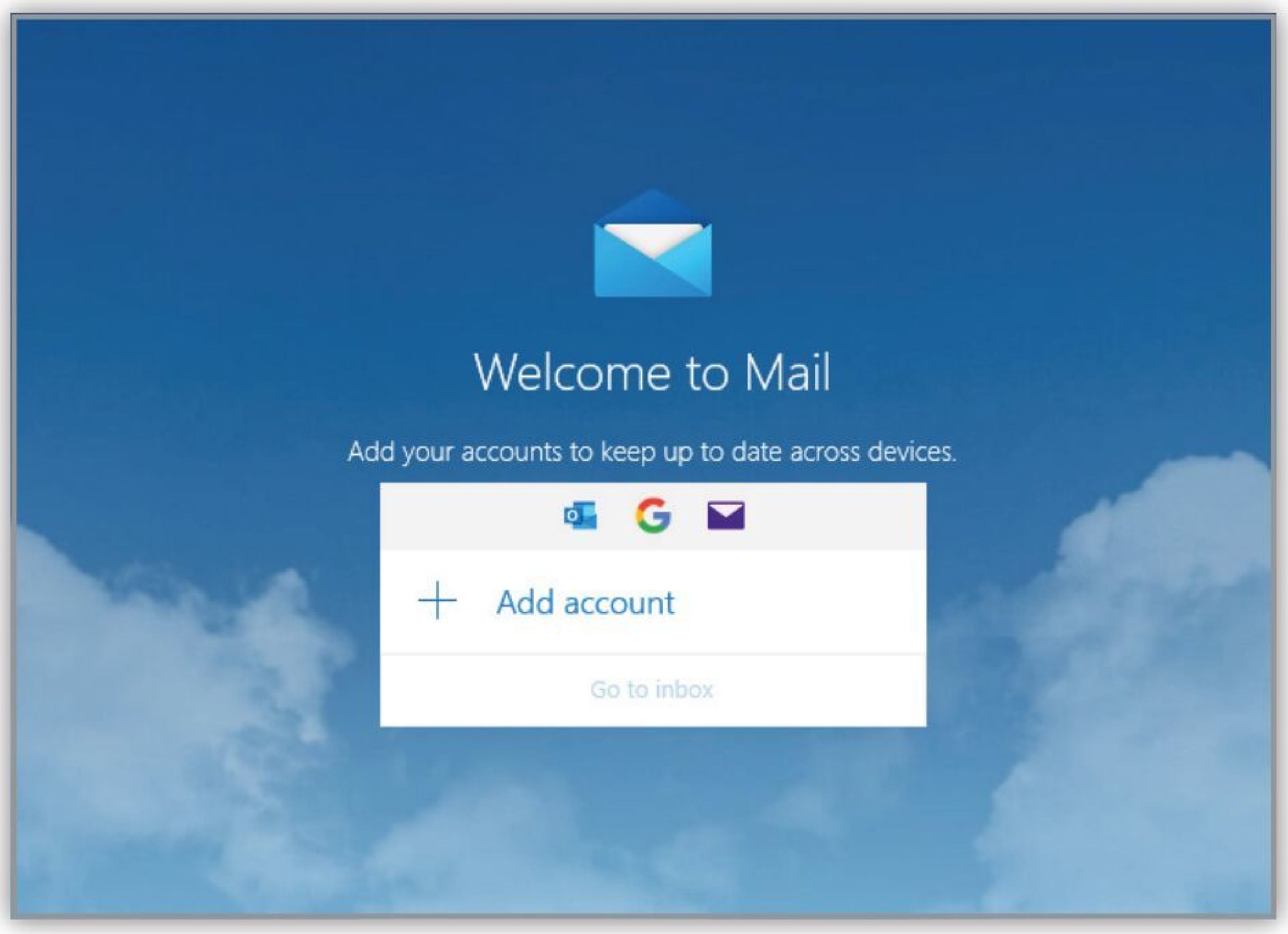
How to Use the Mail App

The Mail app has barely changed in the update, remaining a simple and easy way to have all of your emails in one place. If you have updated from Windows 10, your email should already be up and running. But if not, here's how to set up the Mail app in Windows 11.

Setting Up Email Accounts

The Windows 11 email client can be used to view emails from multiple accounts, from your POP3 Internet provider account, to Microsoft Exchange, Gmail and even Apple's iCloud.

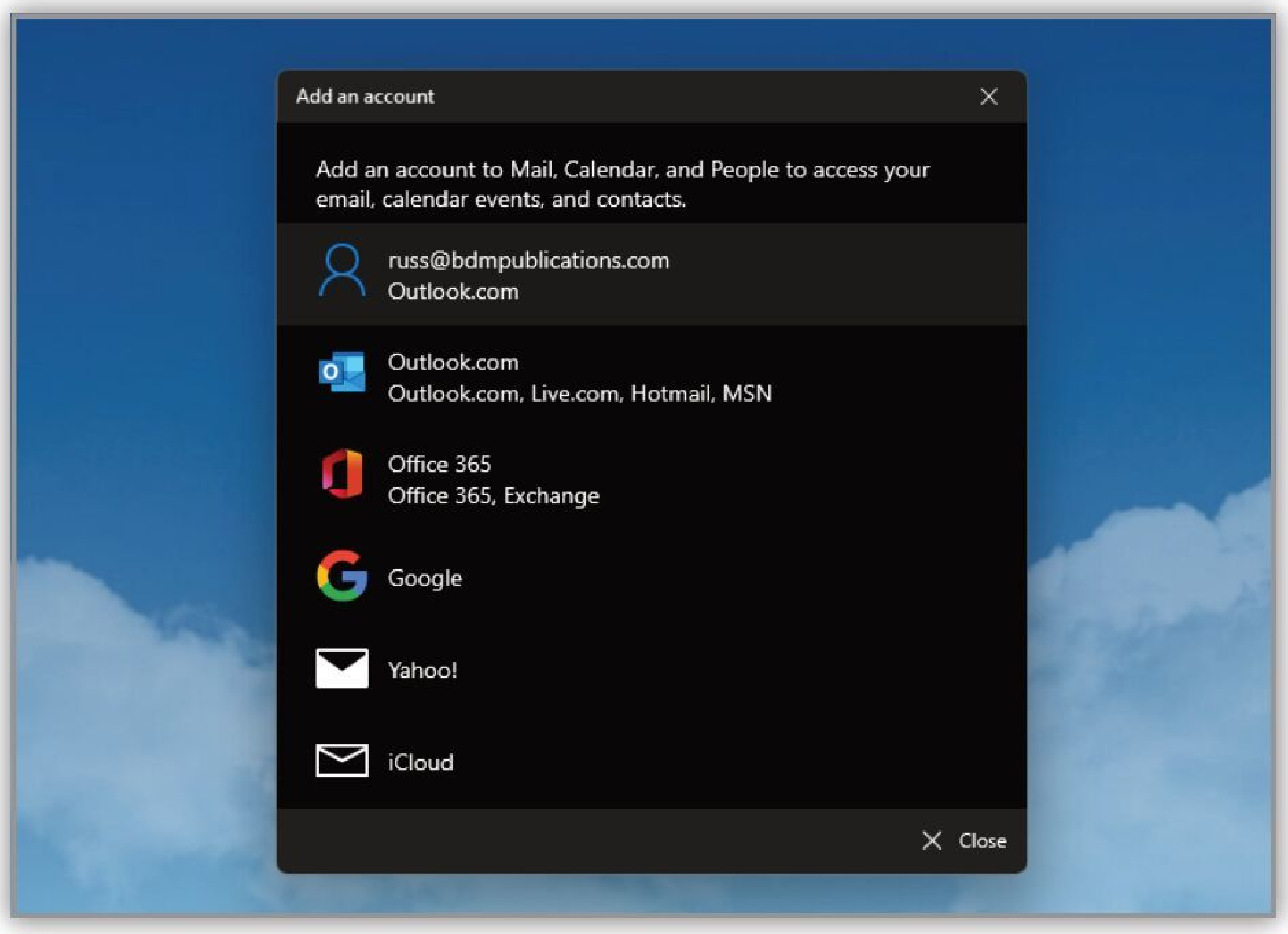
Step 1 If opening Mail for the first time, you will be greeted by a welcome screen, containing a link to "+Add account". Click this to open the list of available account types. You will need the server, password and other information required for each email account you want to add to Mail.



Welcome to Mail

Add your accounts to keep up to date across devices.

Step 2 You can add accounts from many popular providers including Google, Yahoo! and Apple's iCloud. You can also set up other more specialist accounts if you have the details. Finally, there's also an option to add a Microsoft Exchange account, if your workplace uses that (including Office 365).



Add an account

Add an account to Mail, Calendar, and People to access your email, calendar events, and contacts.

russ@bdmpublications.com
Outlook.com

Outlook.com
Outlook.com, Live.com, Hotmail, MSN

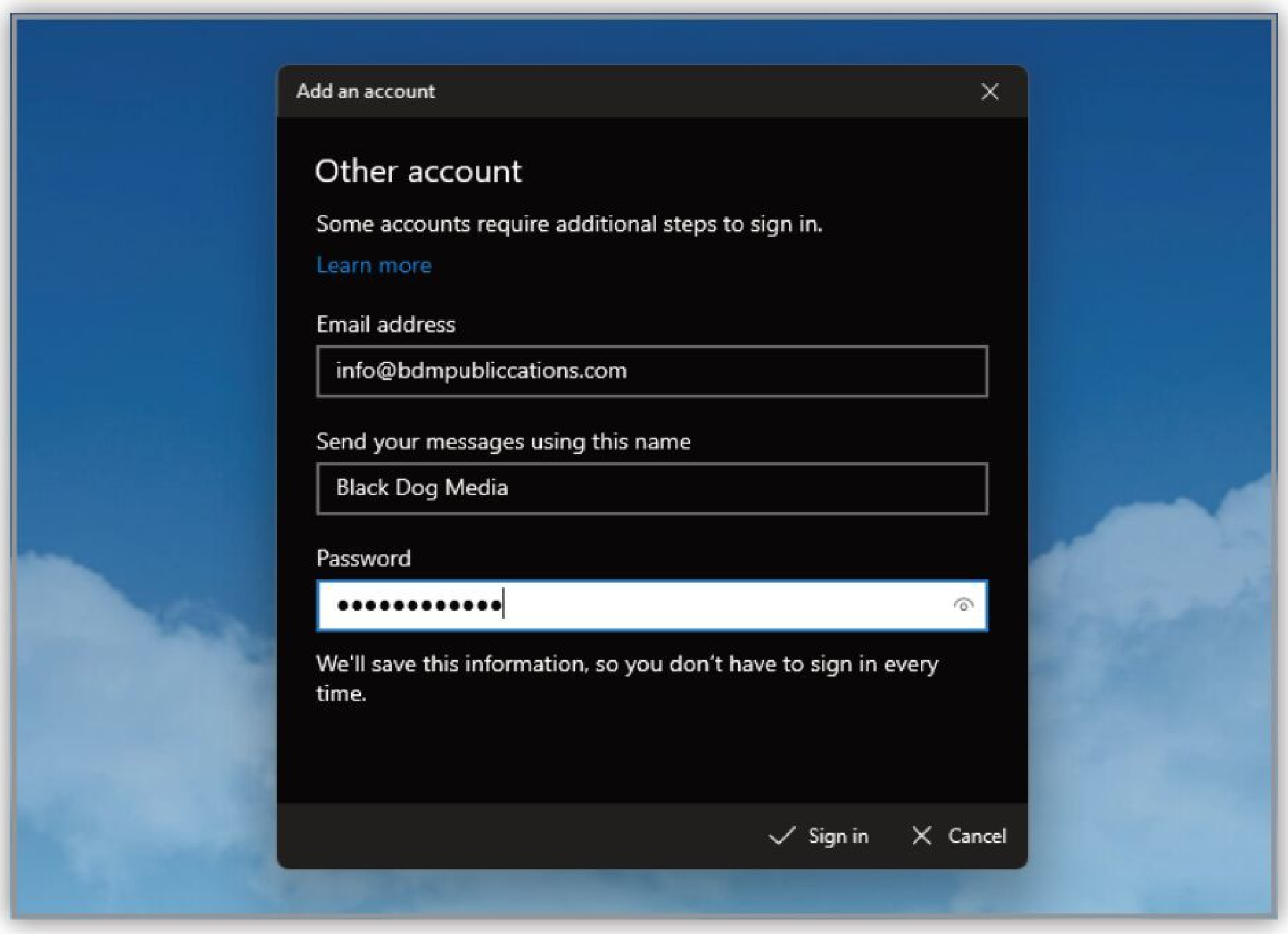
Office 365
Office 365, Exchange

Google

Yahoo!

iCloud

Step 3 Click the email account type you want to set up first. We are going to start with the POP, IMAP option. Enter the email address, sender name and password for your account. You can get this info from your email service provider if you don't have it to hand. Then click "Sign in".



Add an account

Other account

Some accounts require additional steps to sign in.

Learn more

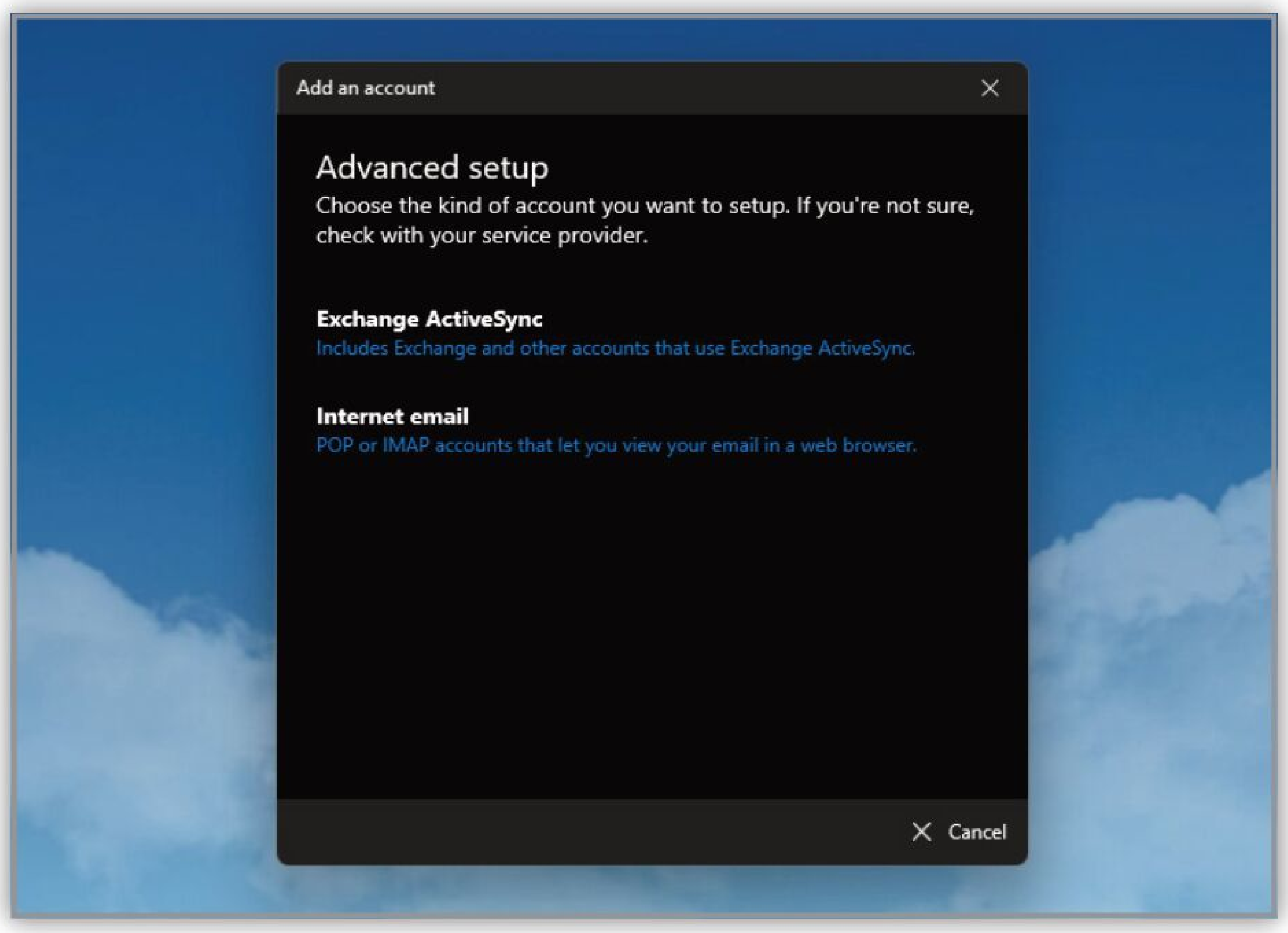
Email address: info@bdmpublicсations.com

Send your messages using this name: Black Dog Media

Password: ••••••••••••

We'll save this information, so you don't have to sign in every time.

Step 4 The app will try to look for the server settings needed to set this email account up. If it finds them, you should be finished. If not, you will need to add the settings manually. If this is the case, click "Cancel" and then select the "Advanced setup" option in the account list.



Add an account

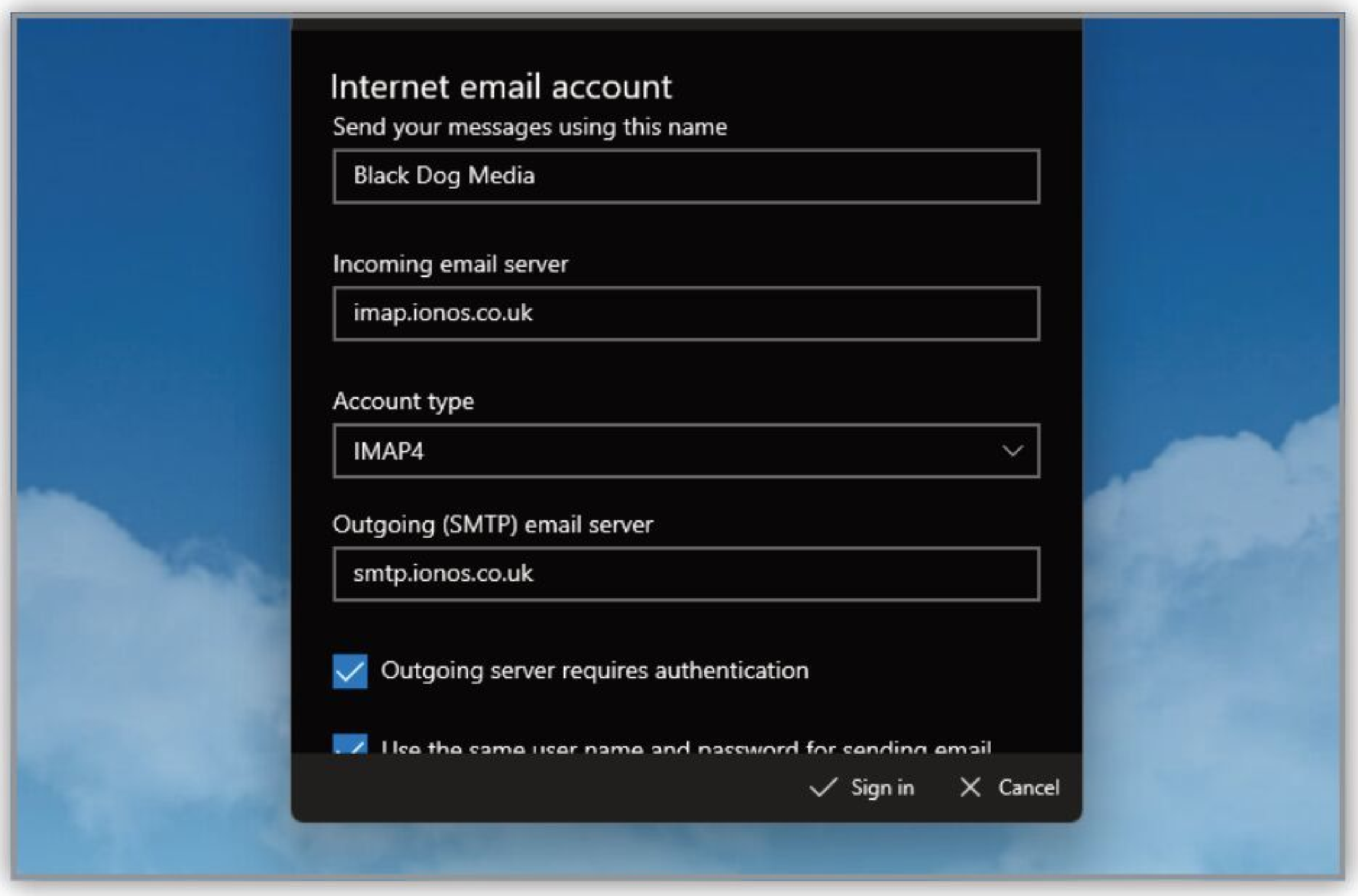
Advanced setup

Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync
Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email
POP or IMAP accounts that let you view your email in a web browser.

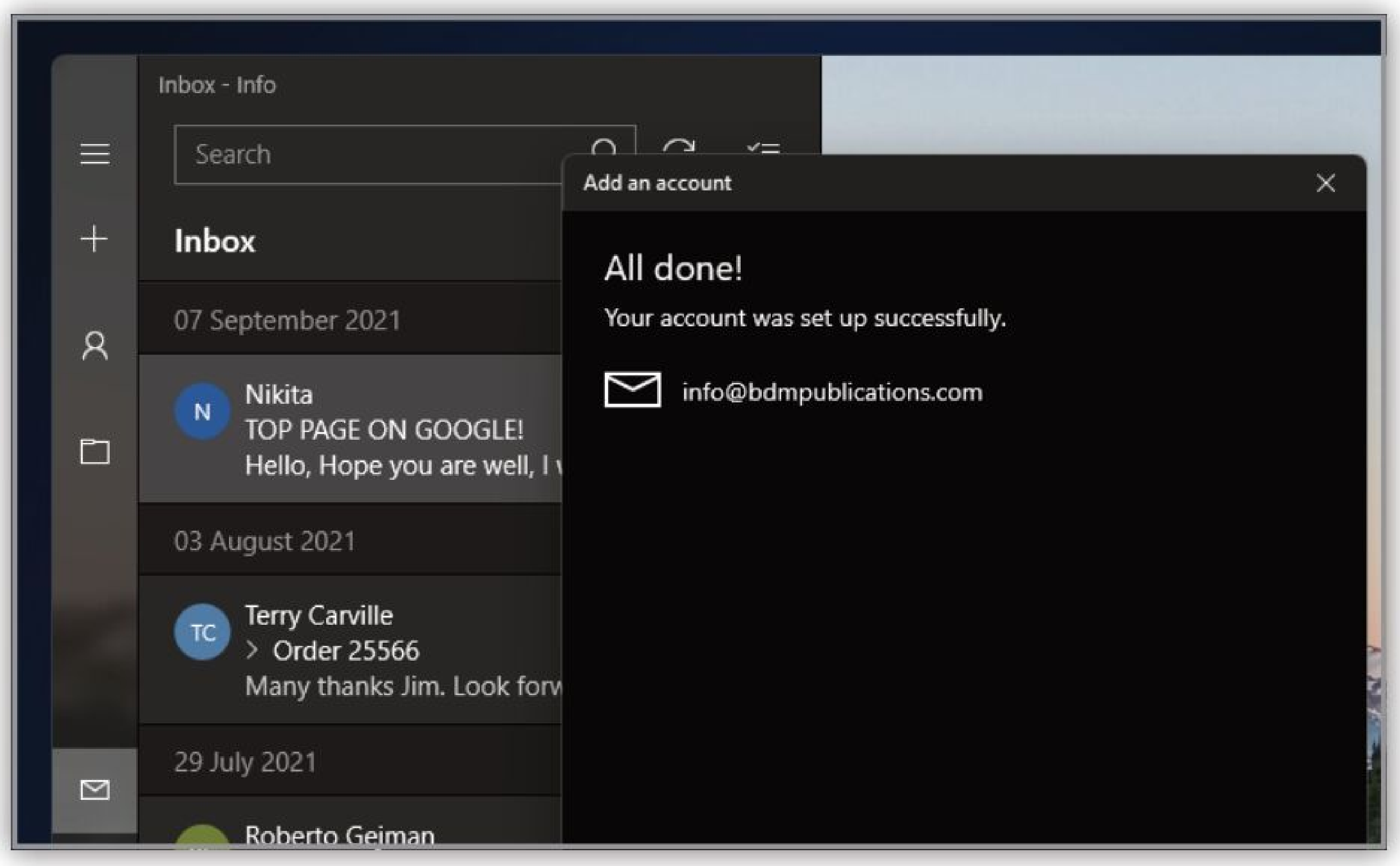
Step 5 Choose the relevant option (in our case, this is “Internet email”), and enter all of the required information; including the incoming/outgoing mail server addresses. With all of the information added, click the Sign in button. If everything was entered correctly, that account is now set up.



Internet email account
Send your messages using this name: Black Dog Media
Incoming email server: imap.ionos.co.uk
Account type: IMAP4
Outgoing (SMTP) email server: smtp.ionos.co.uk
☑ Outgoing server requires authentication
☑ Use the same user name and password for sending email

Sign in
Cancel

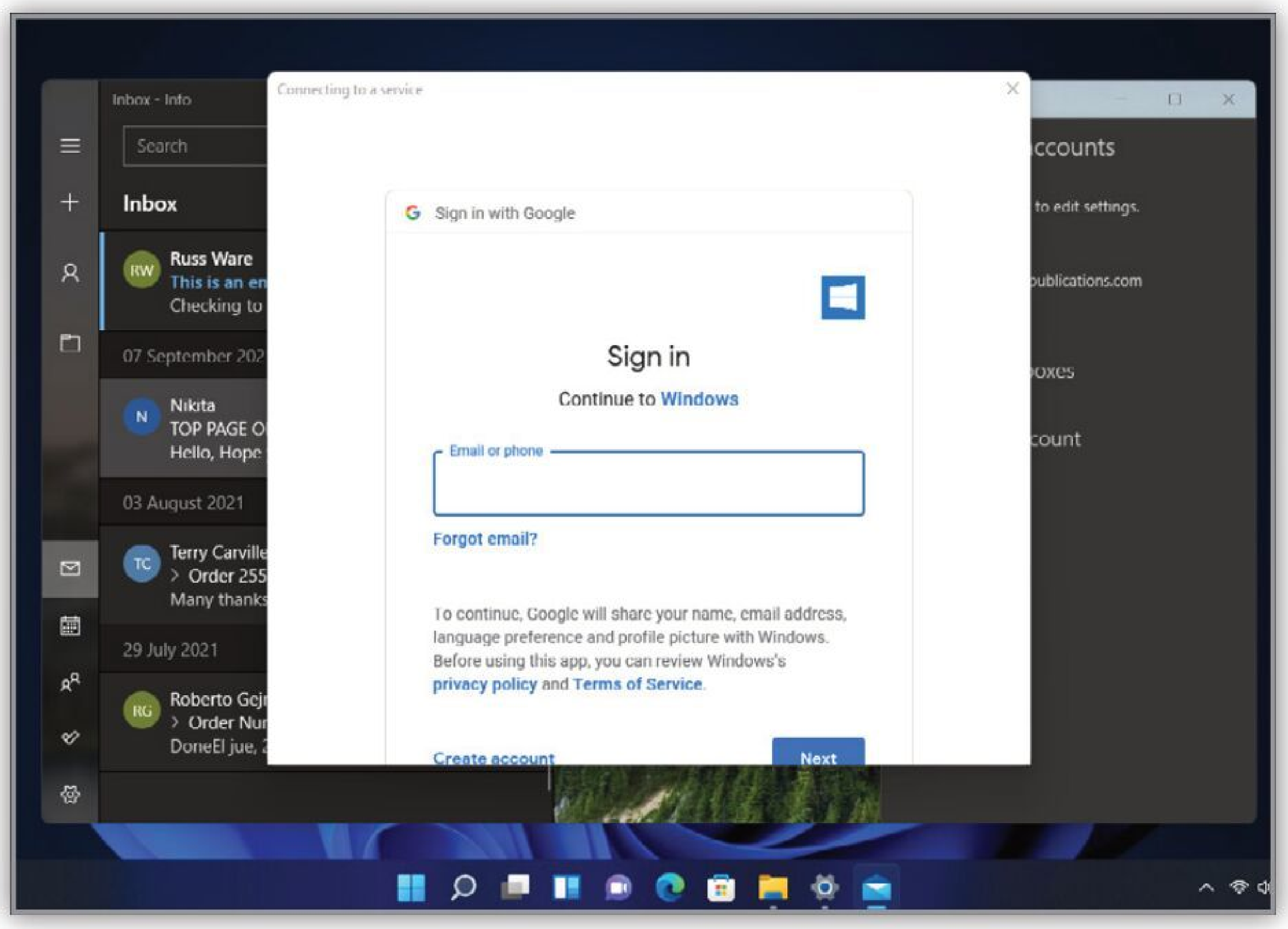
Step 6 To add an additional account after setting up the first one, simply click the settings button in the bottom-left corner of the Mail app window, select Manage Accounts, and then +Add account. Select the account type and repeat the steps above to add the second, third or fourth account to Mail.



Add an account
All done!
Your account was set up successfully.
info@bdmpublications.com

Inbox - Info
Search
Inbox
07 September 2021
Nikita
TOP PAGE ON GOOGLE!
Hello, Hope you are well, I
03 August 2021
Terry Carville
Order 25566
Many thanks Jim. Look forw
29 July 2021
Roberto Gejman

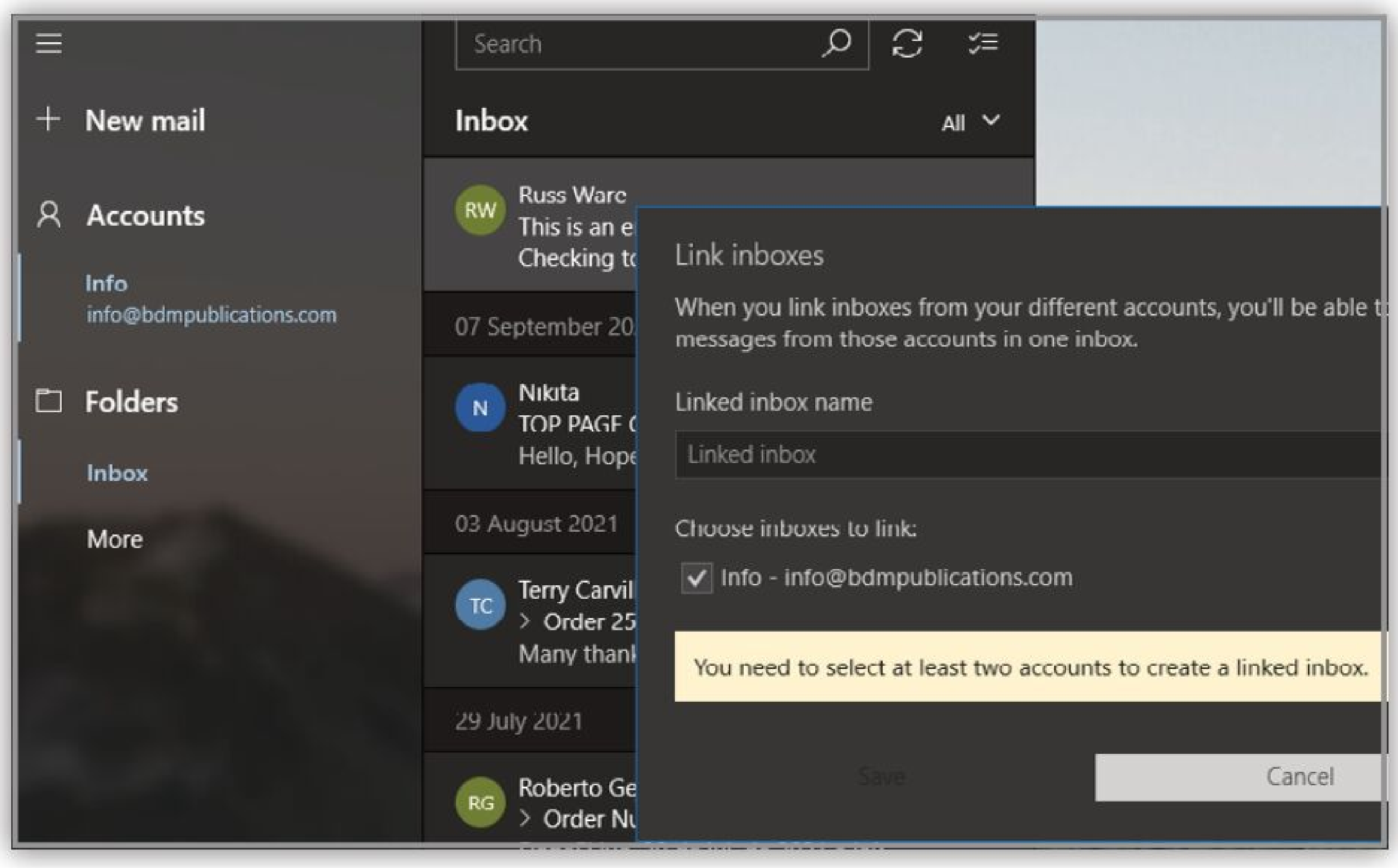
Step 7 If you’re adding a Google account, click the option in the account setup list and you’ll get the familiar pop-up appearing inviting you to enter your username and password. If you have Google’s two-step authentication enabled, you’ll get a text message to confirm your identity before you can continue.



Connecting to a service
Sign in with Google
Sign in
Continue to Windows
To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's privacy policy and Terms of Service.

Email or phone
Forgot email?
Create account
Next

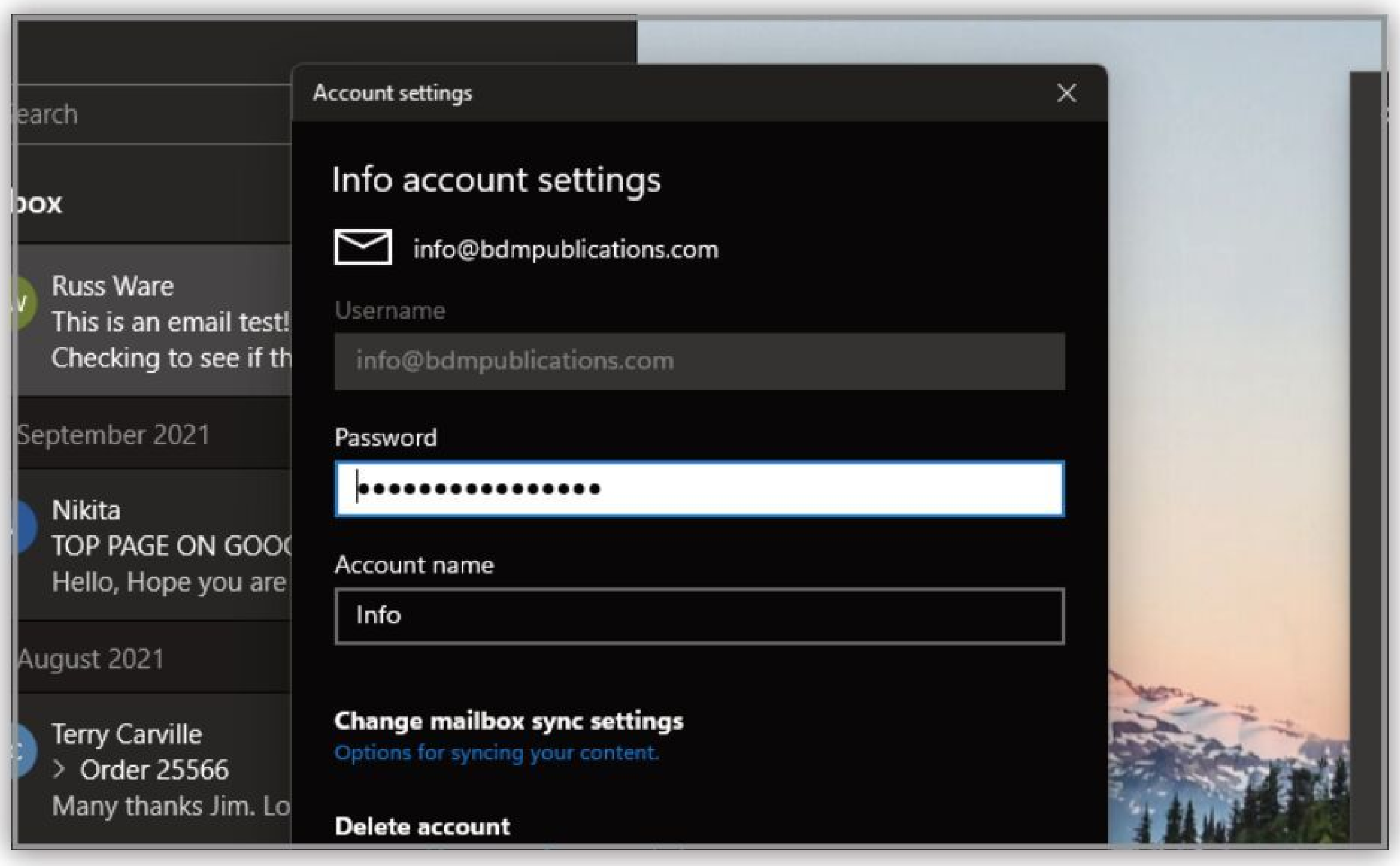
Step 8 Having more than one email account set up in Mail can be slightly confusing. To help with this, the app allows you to Link Inboxes. This puts all of the emails from your linked accounts into one inbox. To do this, click Settings > Manage accounts > Link inboxes. Select the accounts that you want to link.



Link inboxes
When you link inboxes from your different accounts, you'll be able t messages from those accounts in one inbox.
Linked inbox name: Linked inbox
Choose inboxes to link:
☑ Info - info@bdmpublications.com
You need to select at least two accounts to create a linked inbox.

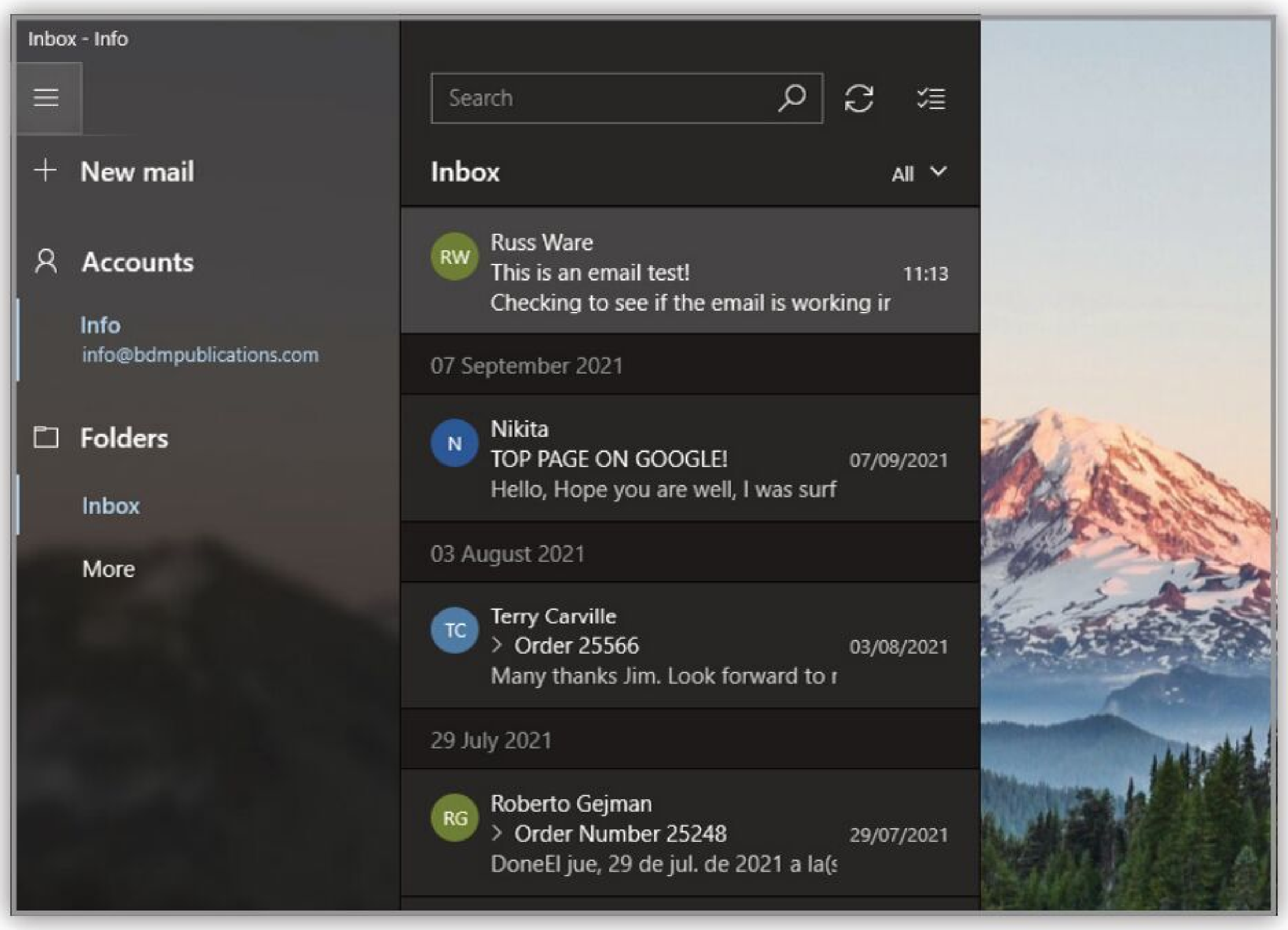
New mail
Accounts
Info
info@bdmpublications.com
Folders
Inbox
More
Search
Inbox
All
Save
Cancel

Step 9 To manage or delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the account you want to manage from the list of accounts. You can then change the password, account name, mailbox sync settings, or delete the account from the Mail app.



Account settings
Info account settings
info@bdmpublications.com
Username: info@bdmpublications.com
Password: ••••••••••••••••
Account name: Info
Change mailbox sync settings
Options for syncing your content.
Delete account

Step 10 Your accounts are shown in the left sidebar of the mail app. Select them here to view the different folders for each account (inbox, sent mail, etc.), if you have not linked the inboxes. If you don’t see the left sidebar, click the Expand button at the top-left of the Mail app window.



Inbox - Info
New mail
Accounts
Info
info@bdmpublications.com
Folders
Inbox
More
Search
Inbox
All

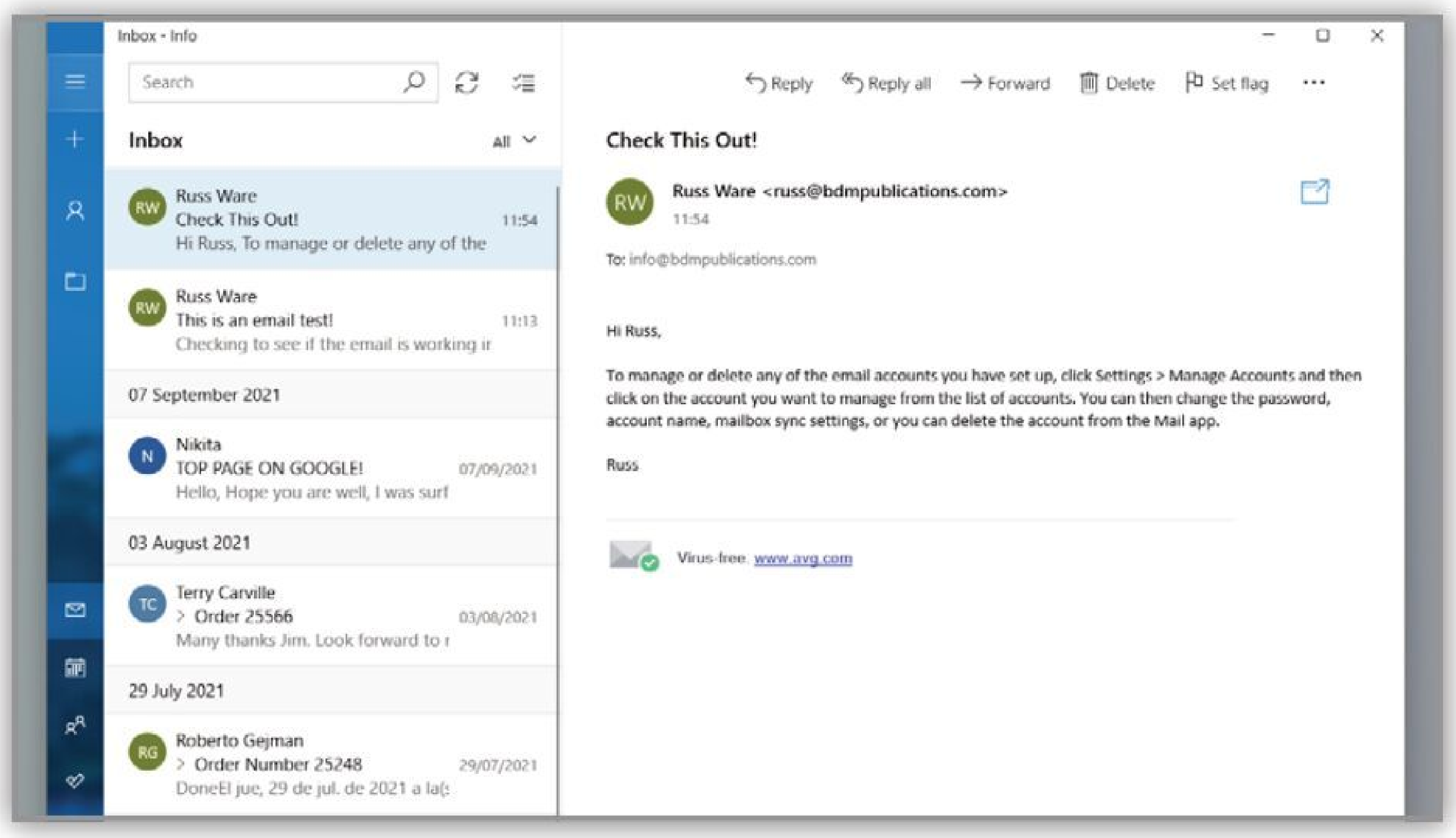
Russ Ware
This is an email test! 11:13
Checking to see if the email is working ir
07 September 2021
Nikita
TOP PAGE ON GOOGLE! 07/09/2021
Hello, Hope you are well, I was surf
03 August 2021
Terry Carville
Order 25566 03/08/2021
Many thanks Jim. Look forward to r
29 July 2021
Roberto Gejman
Order Number 25248 29/07/2021
DoneEl jue, 29 de jul. de 2021 a la(s

Using the Mail App

With your email accounts set up, you can now start using the app to send and receive emails. You can also personalise how the app looks, and start using the advanced features.

Reading Emails

Emails will appear automatically in your inbox as and when they arrive. New emails will be displayed with a highlight in the list. Click any email in the inbox list to open it in the main panel on the right. You can search for emails using the Mail Search field at the top of the inbox panel.


Inbox - Info
Search
Inbox
All
Reply
Reply all
Forward
Delete
Set flag
Russ Ware
Check This Out!
11:54
Hi Russ, To manage or delete any of the
Russ Ware
This is an email test!
11:13
Checking to see if the email is working ir
07 September 2021
Nikita
TOP PAGE ON GOOGLE!
07/09/2021
Hello, Hope you are well, I was surf
03 August 2021
Terry Carville
Order 25566
03/08/2021
Many thanks Jim. Look forward to r
29 July 2021
Roberto Gejman
Order Number 25248
29/07/2021
DoneEl jue, 29 de jul. de 2021 a la(s
Check This Out!
Russ Ware <russ@bdmpublications.com>
11:54
To: info@bdmpublications.com
Virus-free. www.avg.com

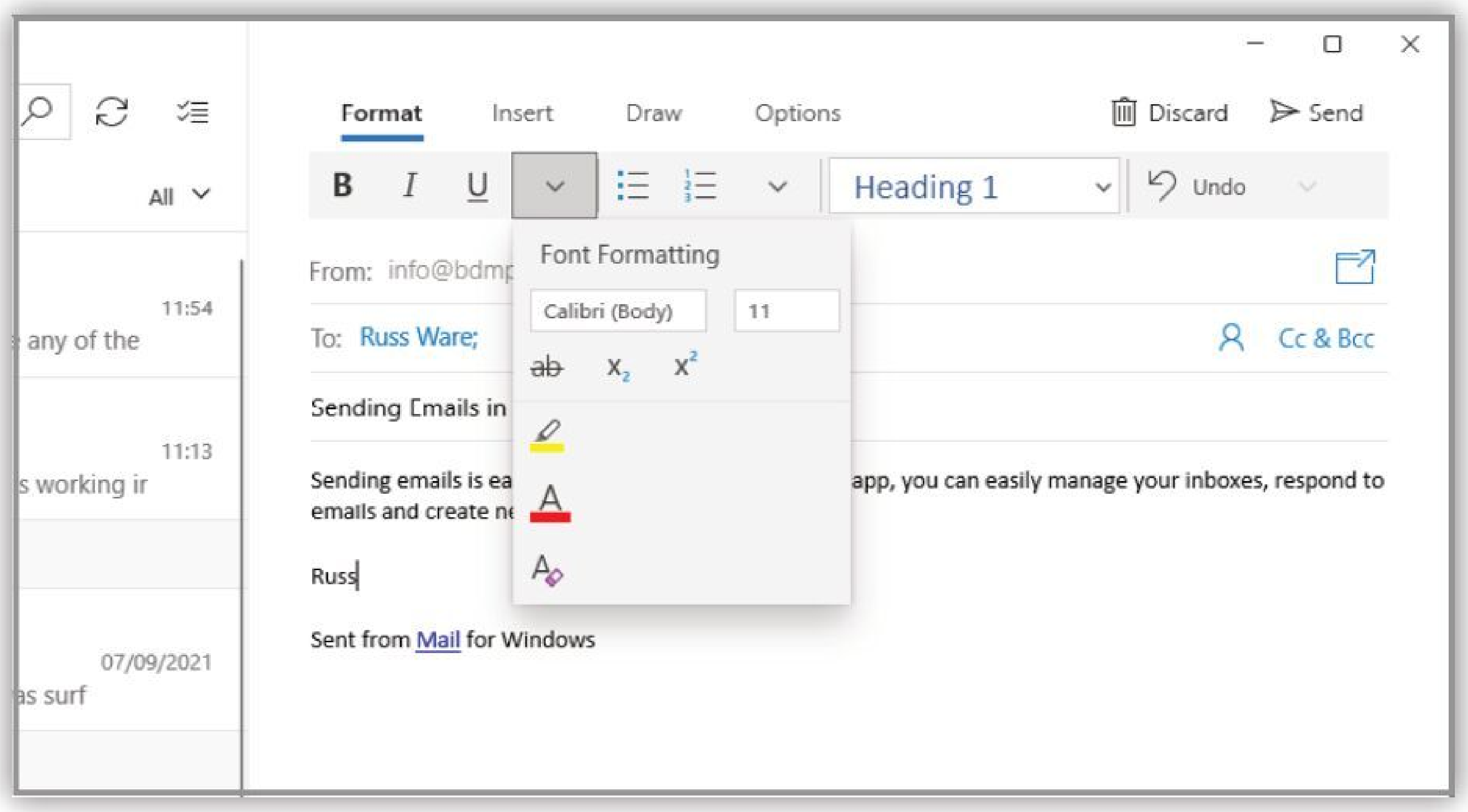
Hi Russ,

To manage or delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the account you want to manage from the list of accounts. You can then change the password, account name, mailbox sync settings, or you can delete the account from the Mail app.

Russ

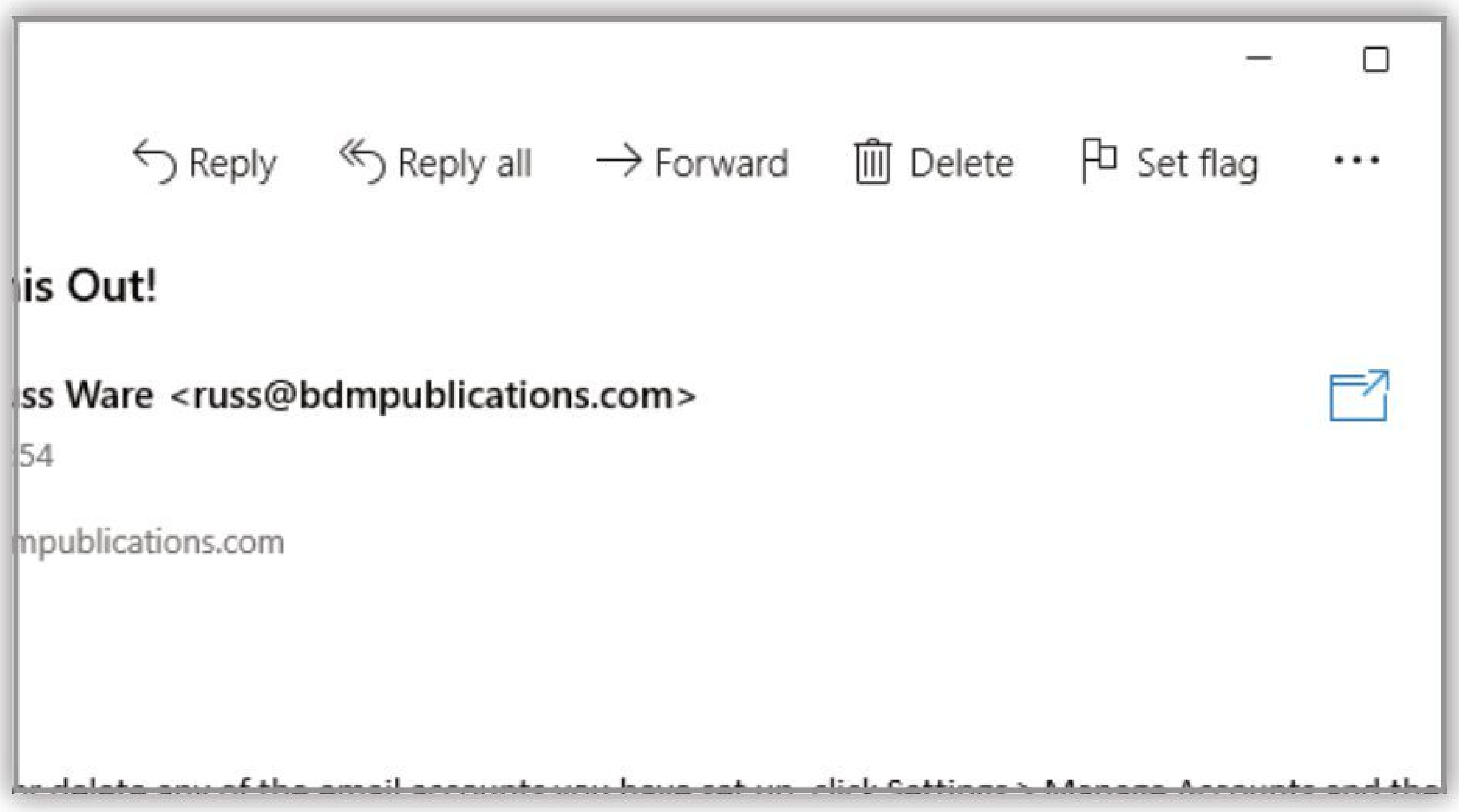
Writing Emails

Click the New mail button in the Mail app menu (the + button if the menu is collapsed). The blank email will appear in the main panel. Enter the recipient's address, subject and then write your email text. Basic text formatting options are available at the top of the email. Click "Send" when finished.


All
11:54
any of the
11:13
s working ir
07/09/2021
as surf
Format
Insert
Draw
Options
Discard
Send
B
I
U
Heading 1
Undo
Font Formatting
Calibri (Body)
11
From: info@bdmp
To: Russ Ware;
Cc & Bcc
Sending Emails in
Sending emails is ea
app, you can easily manage your inboxes, respond to
emails and create ne
Russ
Sent from Mail for Windows

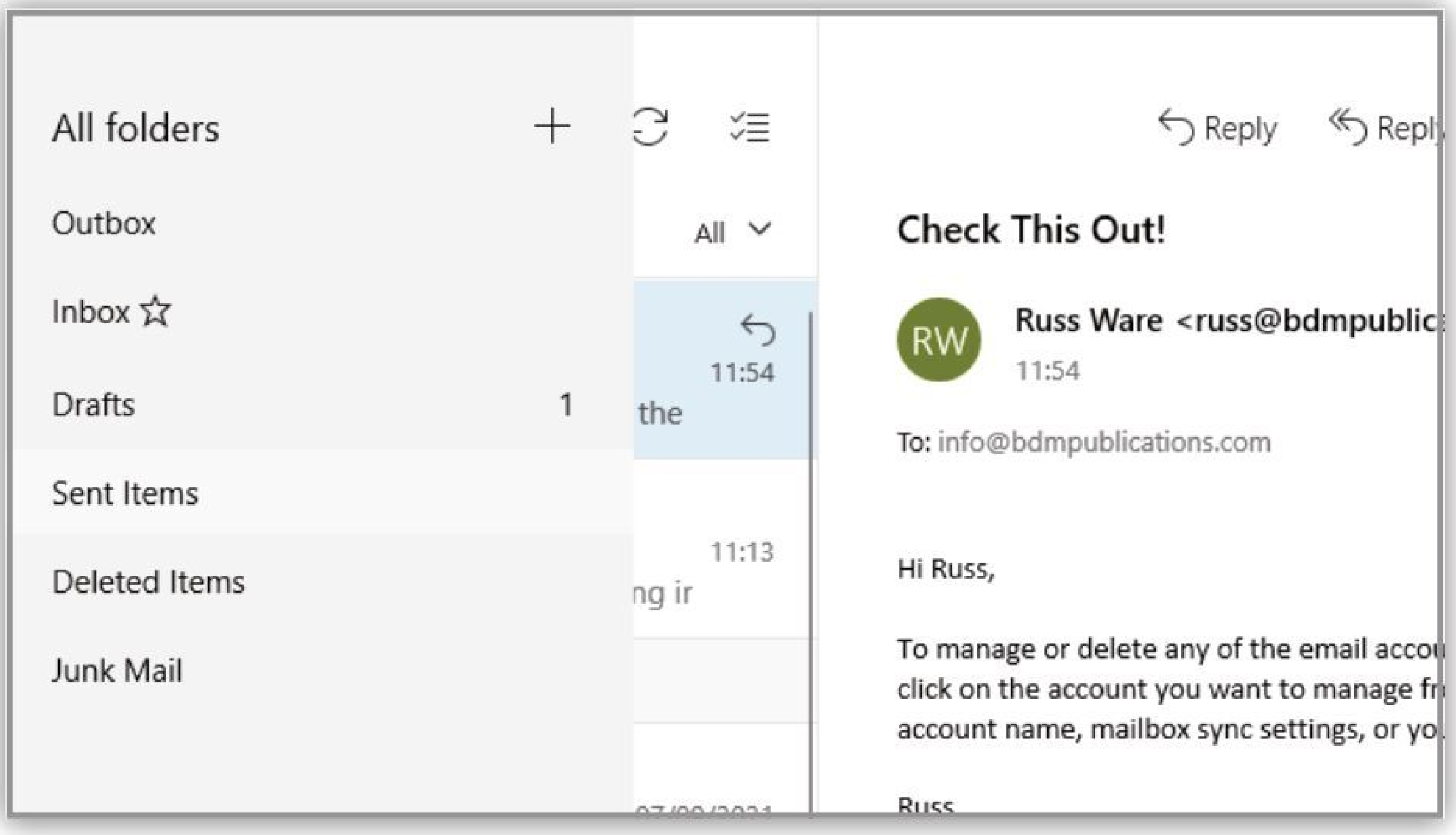
Responding to Emails

When viewing any email in the Mail app, you will see a number of options at the top of the main panel. These include Reply, Reply All and Forward, etc., (all of the normal email options). Click reply and you can start typing your reply, with the original email text included below your reply.


Reply
Reply all
Forward
Delete
Set flag
is Out!
ss Ware <russ@bdmpublications.com>
54
npublications.com

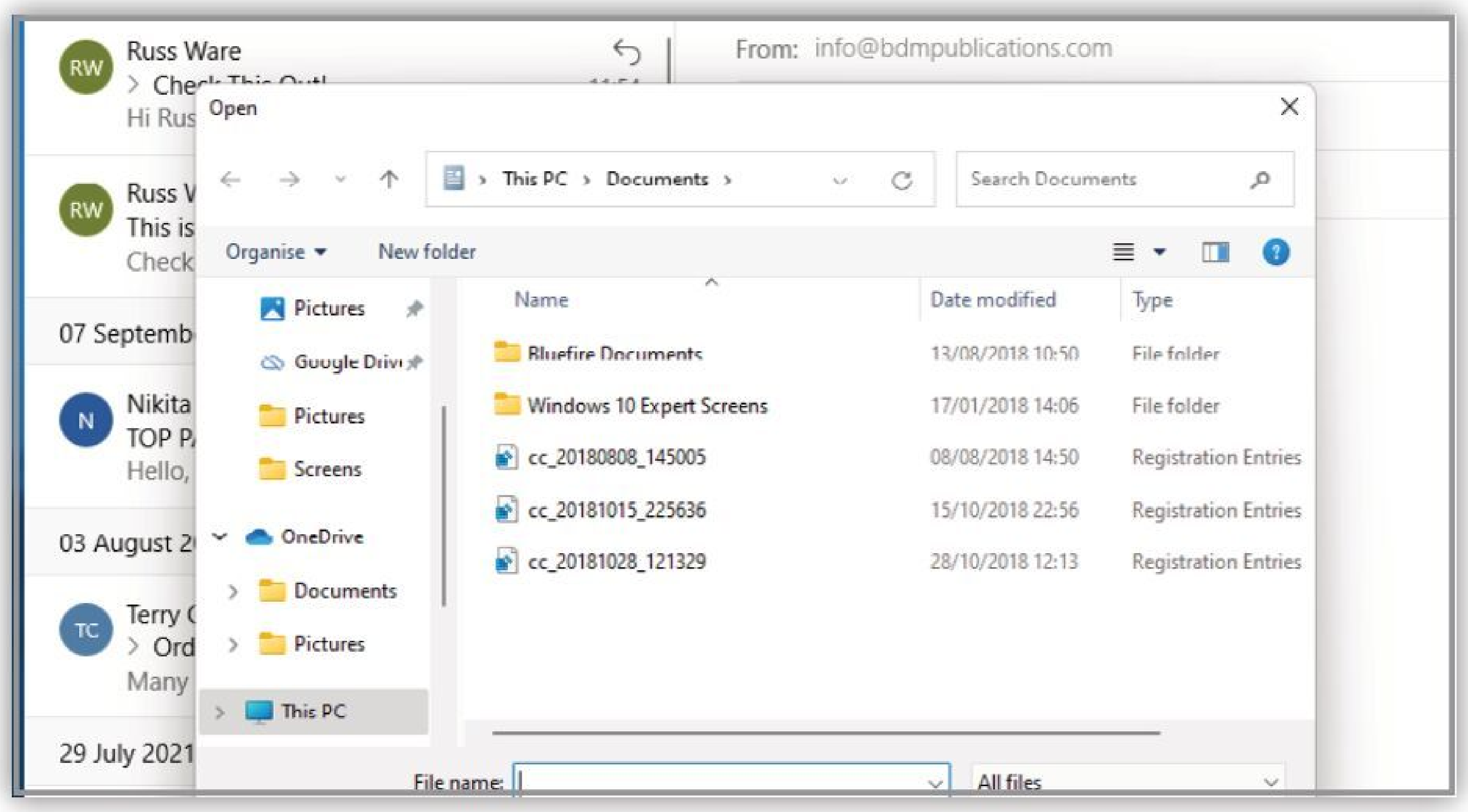
Mail Folders

Open the Mail app menu on the left and you will see the Folders section. The inbox is listed here as well, but to see more folders, click "More". Here you can find the Outbox, Drafts, Sent items, Deleted items and Junk Mail folders. Click on any of them to see the emails in those folders.


All folders
Outbox
Inbox
Drafts
1
Sent Items
Deleted Items
Junk Mail
All
11:54
the
11:13
ng ir
Reply
Repl
Check This Out!
Russ Ware <russ@bdmpublic
11:54
To: info@bdmpublications.com
Hi Russ,
To manage or delete any of the email accou
click on the account you want to manage fr
account name, mailbox sync settings, or yo
Russ

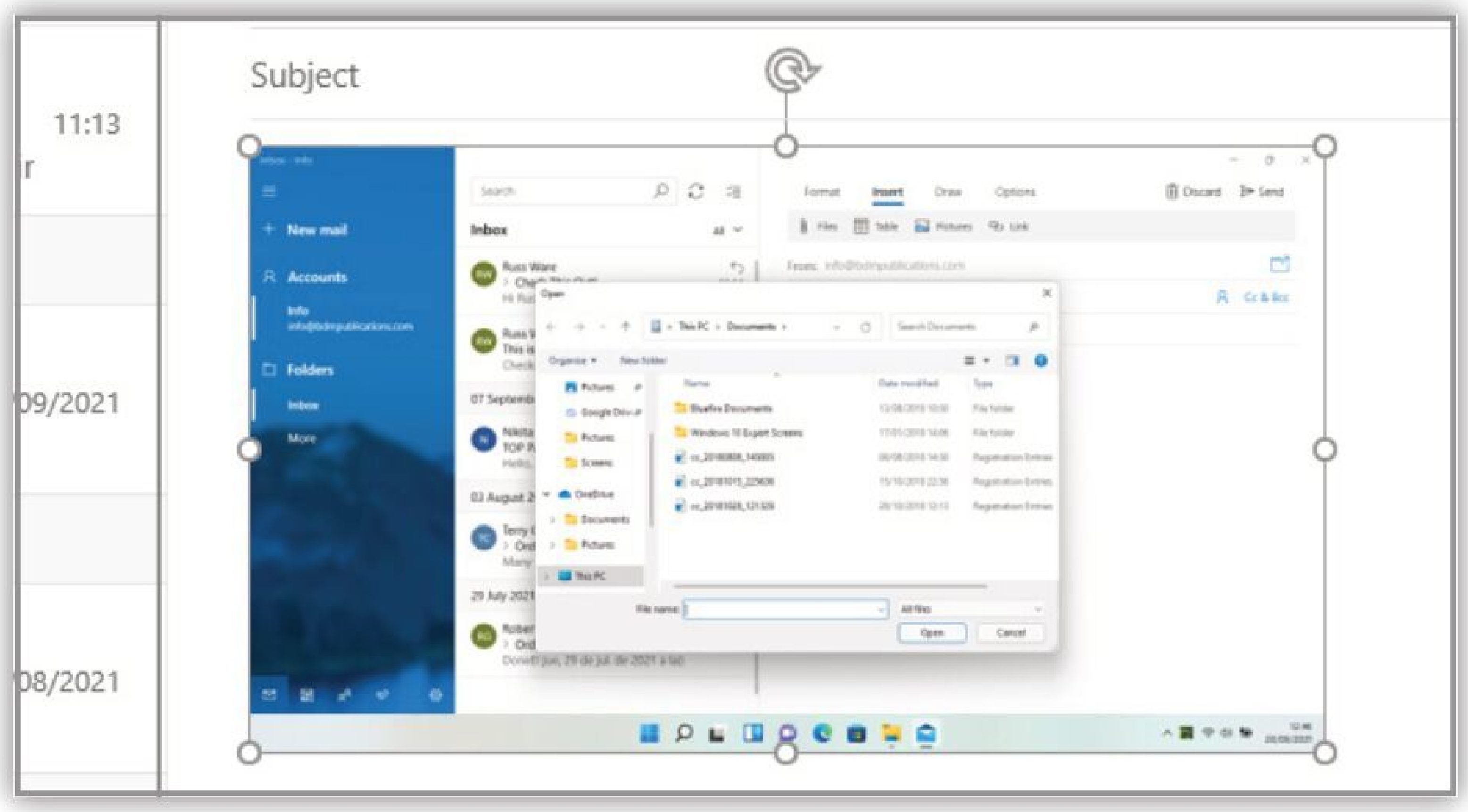
Email Attachments

Adding file attachments to emails in the Mail app is easy. Write your email, and then click the Insert tab at the top. Here you can find the option for attaching files. Click the link and browse to the file you want to attach. Click "Open" and a thumbnail of the attachment will appear in the email.


Russ Ware
Check This Out!
Hi Rus
From: info@bdmpublications.com
Open
This PC
Documents
Search Documents
Organise
New folder
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Name
Date modified
Type
Bluefire Documents
13/08/2018 10:50
File folder
Windows 10 Expert Screens
17/01/2018 14:06
File folder
cc_20180808_145005
08/08/2018 14:50
Registration Entries
cc_20181015_225636
15/10/2018 22:56
Registration Entries
cc_20181028_121329
28/10/2018 12:13
Registration Entries
File name:
All files
07 Septemb
Nikita
TOP P
Hello,
03 August 2
Terry C
Ord
Many
29 July 2021

Inserting Images

As well as the button to include attachments, the Insert tab features a Picture button so you can insert an image into your email; as opposed to just sending it as an attached file. Once inserted, you can select it with your mouse and adjust its size (drag the corners as you can see in the example shown here).

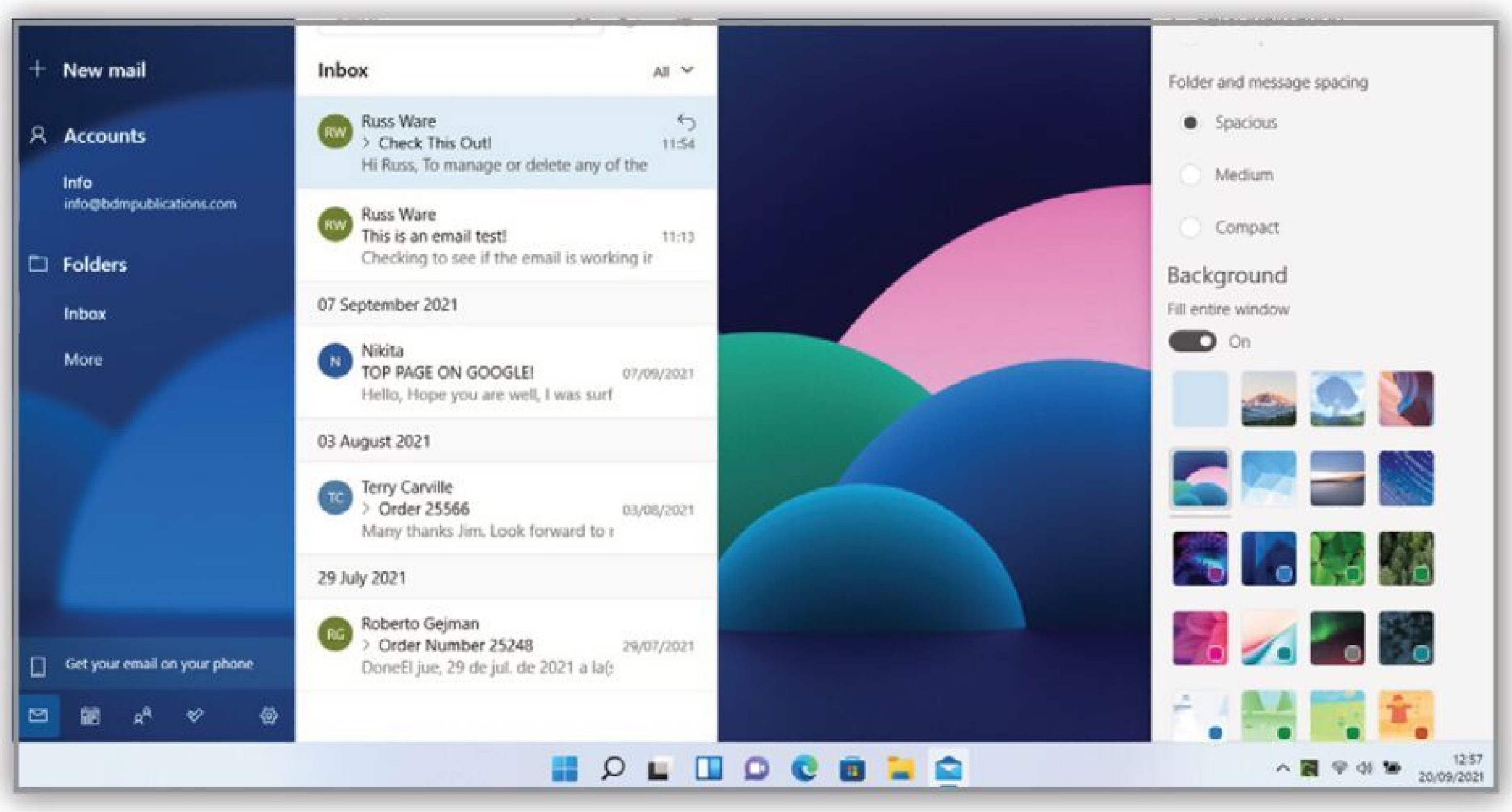

Subject
11:13
09/2021
08/2021

Customise the Mail App

There are several ways to customise the Mail app to better suit your needs, from changing the background image and accent colour, to adding a signature and the display font.

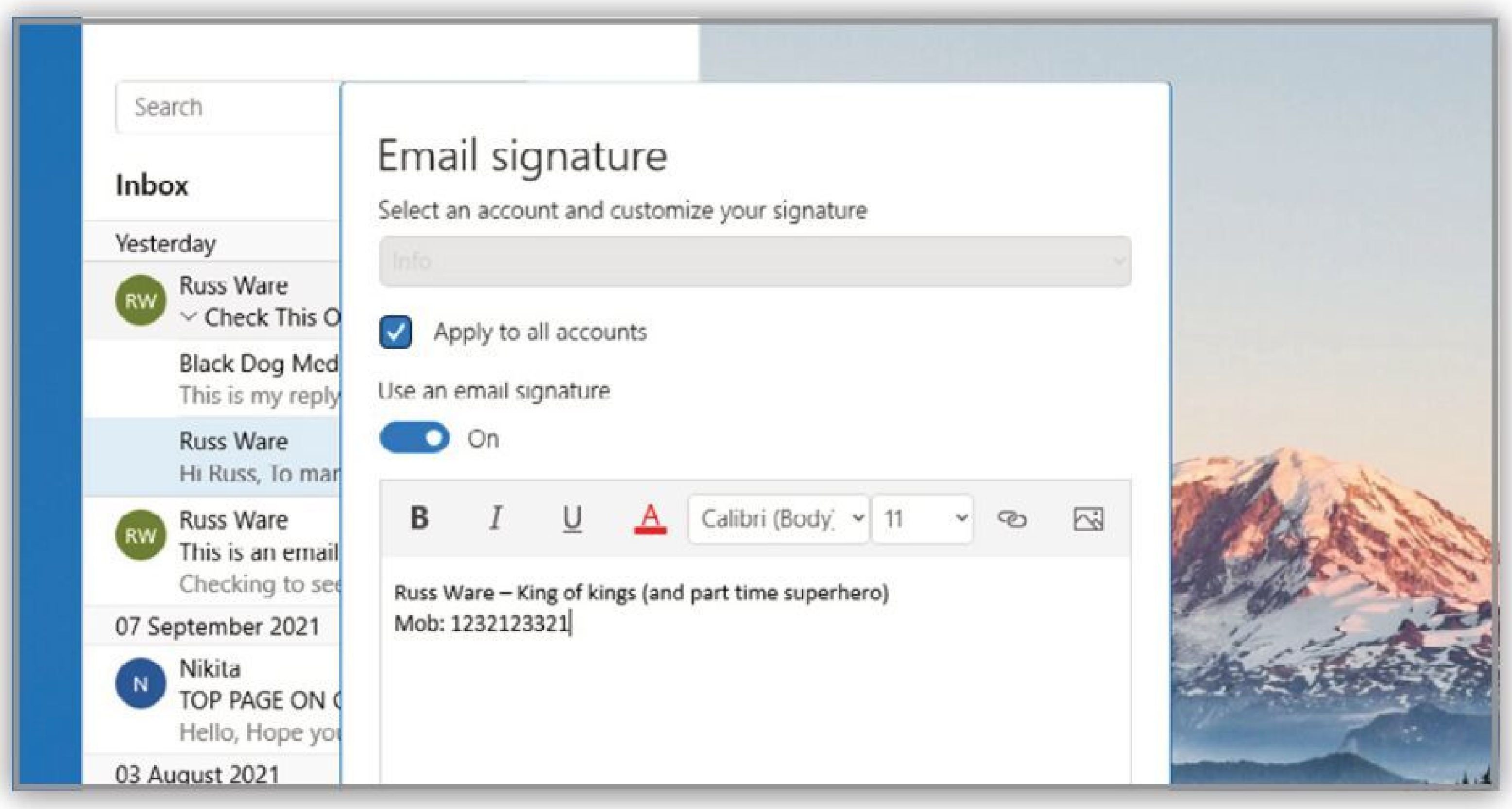
Background Image

The background of the Mail app is set to an image by default. This is purely decorative, and can be changed. Open Settings > Personalisation in the Mail app, then scroll to the bottom to see the different backgrounds available. You can also add your own image by clicking the Browse button.


New mail
Accounts
Info
info@bdmpublications.com
Folders
Inbox
More
Inbox
All
Folder and message spacing
Spacious
Medium
Compact
Background
Fill entire window
On
Get your email on your phone

Signature

The default signature for the Mail app is "Sent from Mail for Windows". The signature is automatically added to the end of your email message, but can be changed or turned off completely if not needed. Go to Settings > Signature, choose an account/all accounts and write your signature in the pane.


Search
Inbox
Yesterday
Email signature
Select an account and customize your signature
Info
B
I
U
Calibri (Body)
11

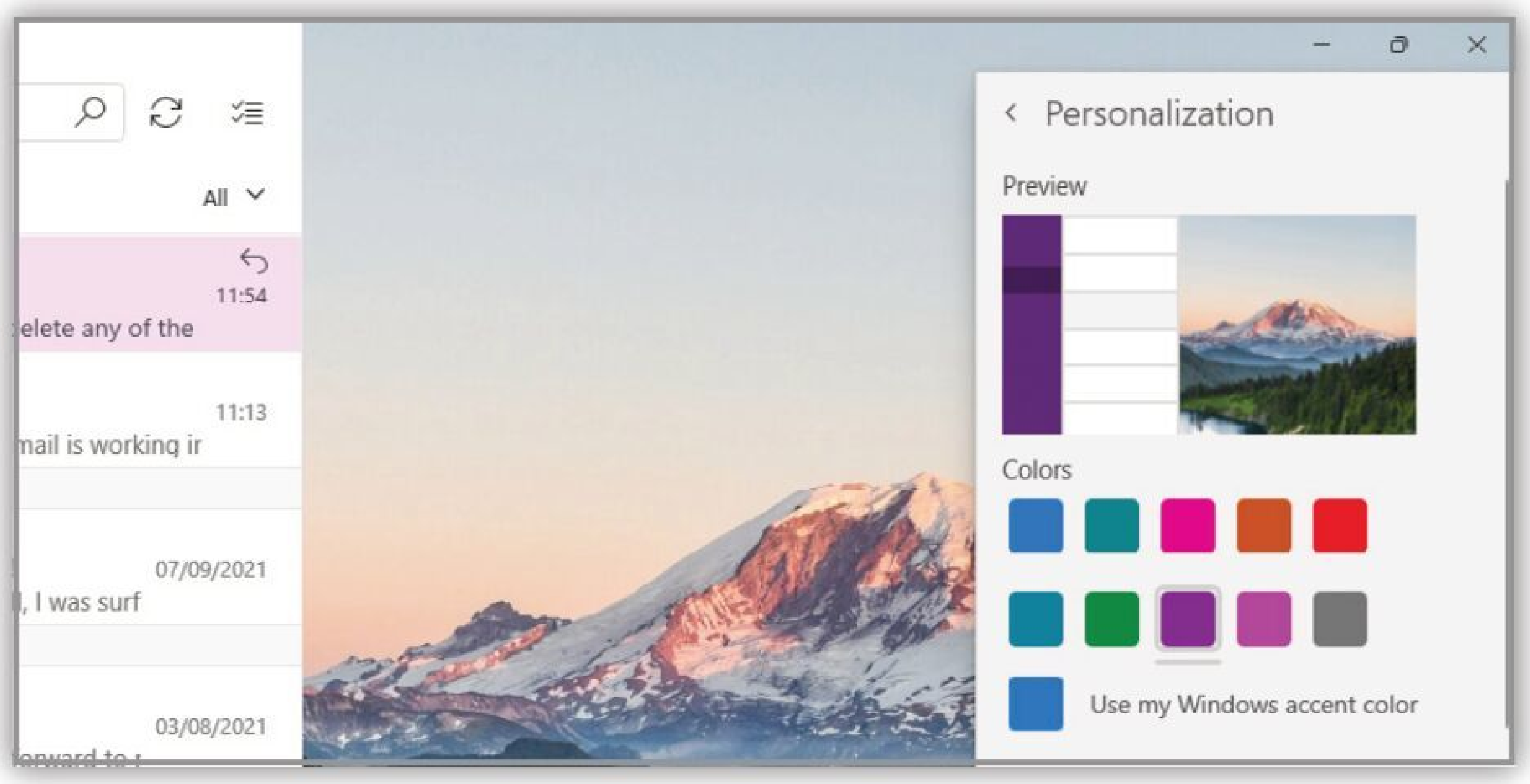
☑ Apply to all accounts

Use an email signature: On

Russ Ware – King of kings (and part time superhero)
Mob: 1232123321

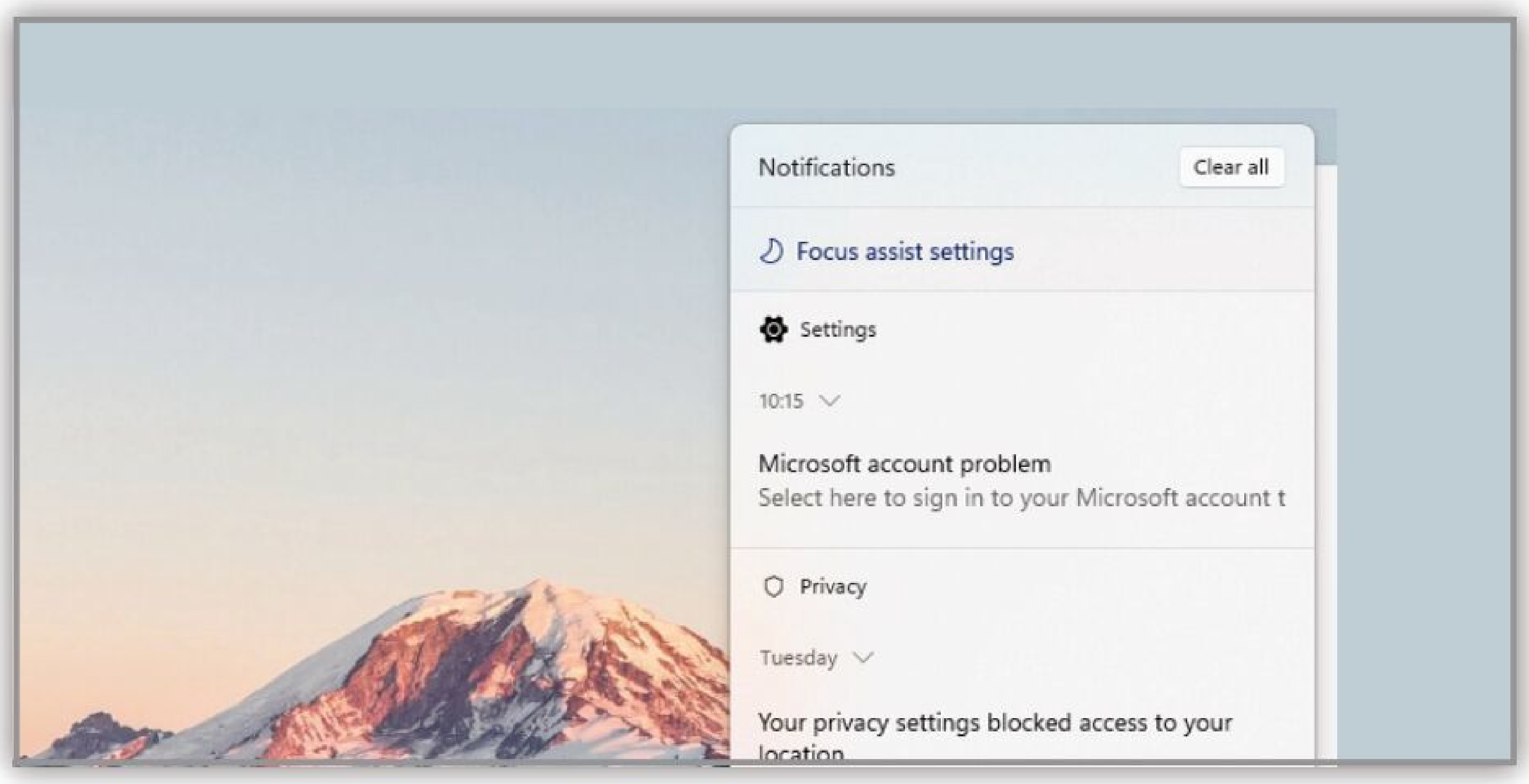
Mail App Colour

The colour tint on the Mail app menu (on the left) and the colour of the accents such as buttons and highlights, can also be changed in the Personalisation settings. Just click a colour block to change it. You can also change the theme of the app from light to dark here, or use the Windows theme setting.


All
Personalization
Preview
Colors
Use my Windows accent color

Notifications

You can easily control how you are notified of new emails. Go to Settings > Notifications, and you can control whether notifications are shown in the Notification center (Action center), if a sound is played and if pinned folders have notifications. As with other settings, you can apply to one account or all.

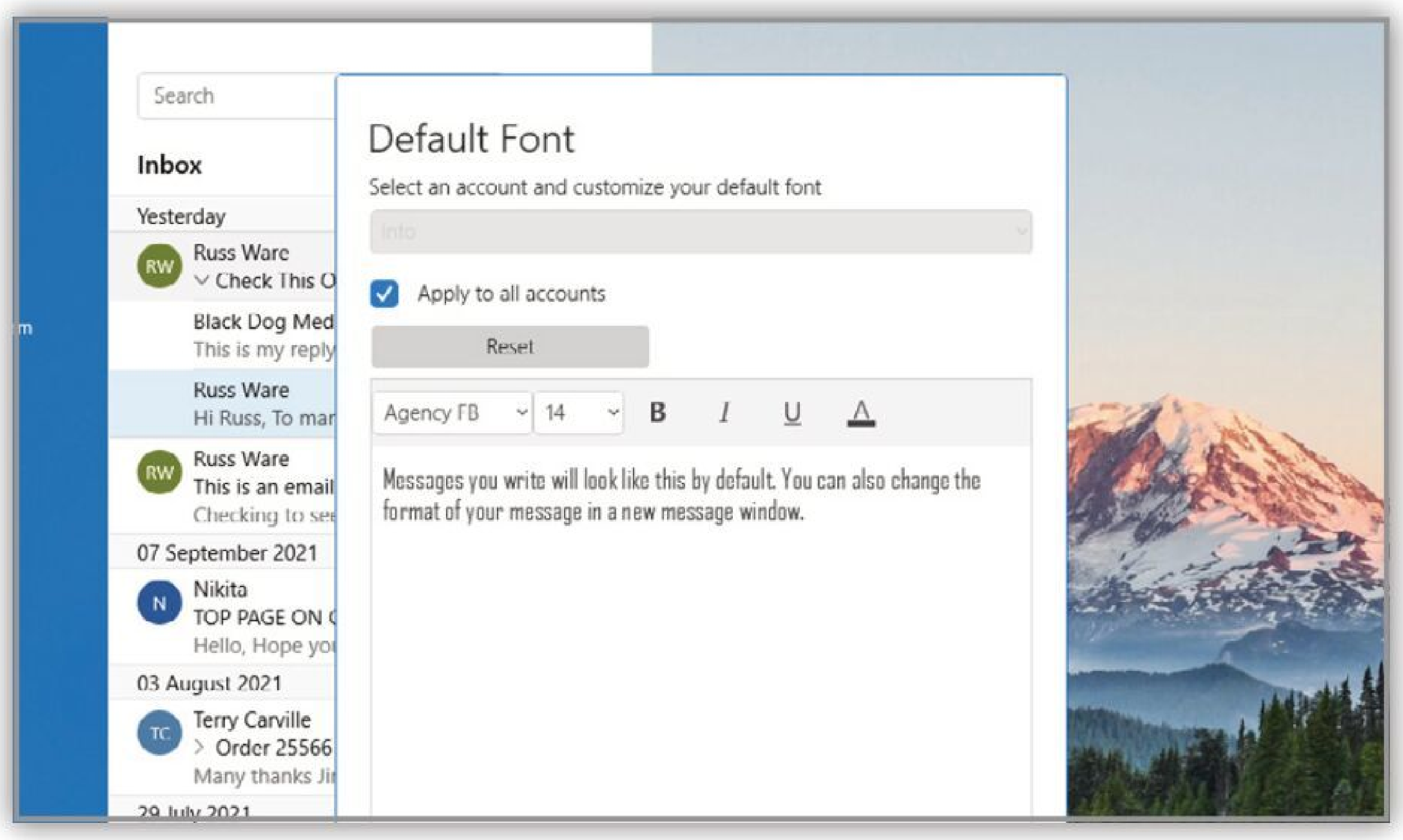

Notifications
Clear all
Focus assist settings
Settings
10:15
Privacy
Tuesday

Microsoft account problem
Select here to sign in to your Microsoft account t

Your privacy settings blocked access to your location

Email Font

The default font for your emails (Calibri Body, unless you have changed the system fonts) can be changed for any and all of your email accounts. Open the Settings > Default font option, and either select an account or "Apply to all accounts", then choose your font, which is previewed in the pane.


Search
Inbox
Yesterday
Default Font
Select an account and customize your default font
Info
Reset
B
I
U

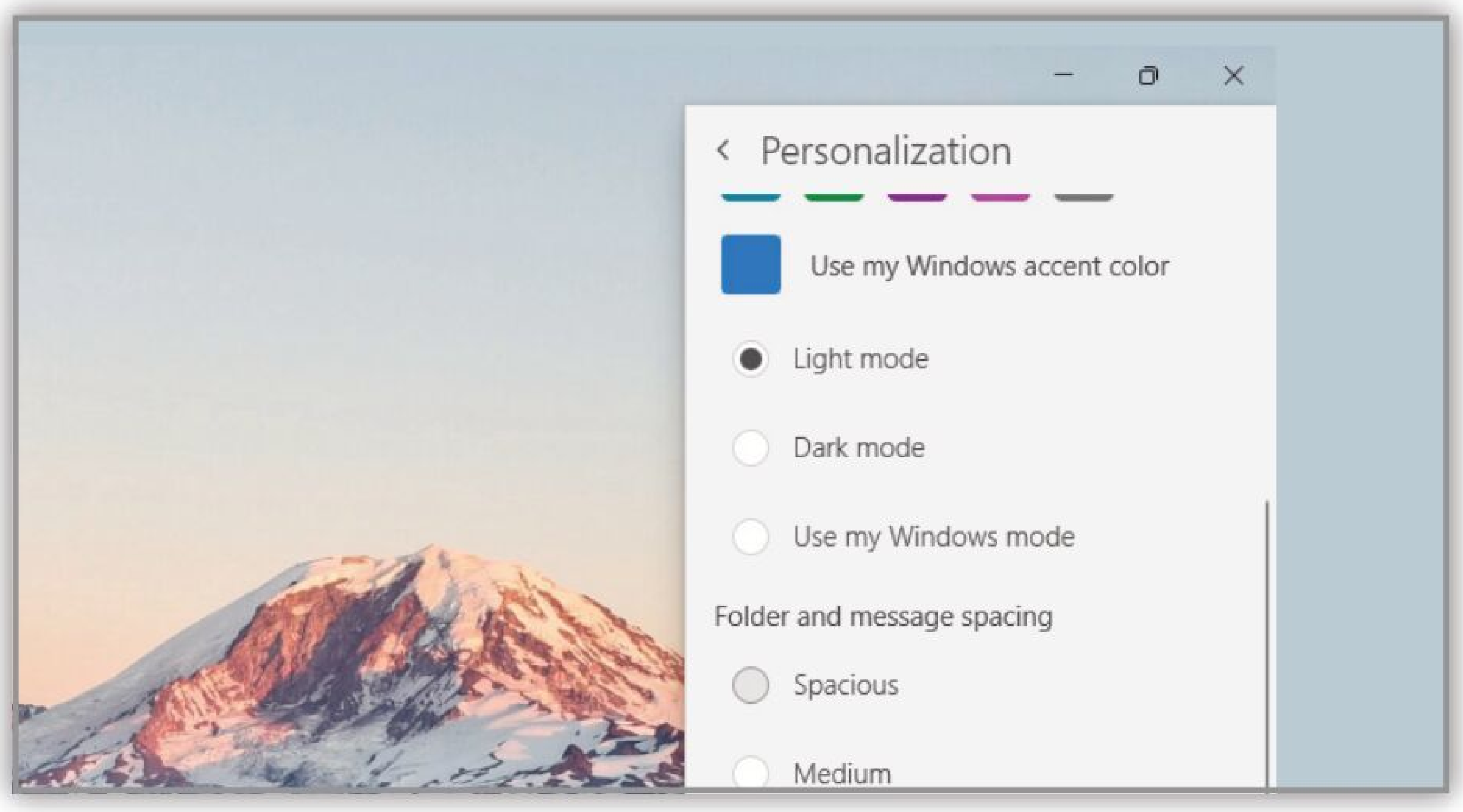
☑ Apply to all accounts

Agency FB, 14

Messages you write will look like this by default. You can also change the format of your message in a new message window.

Message Spacing

Depending on the device you are using (tablet, touchscreen, large monitor, etc.), you might want to change the spacing between messages and the folders in the Mail app (e.g. to make touch easier). To do this, go to Settings > Personalisation, and choose from Spacious, Medium and Compact.


Personalization
Use my Windows accent color
Folder and message spacing

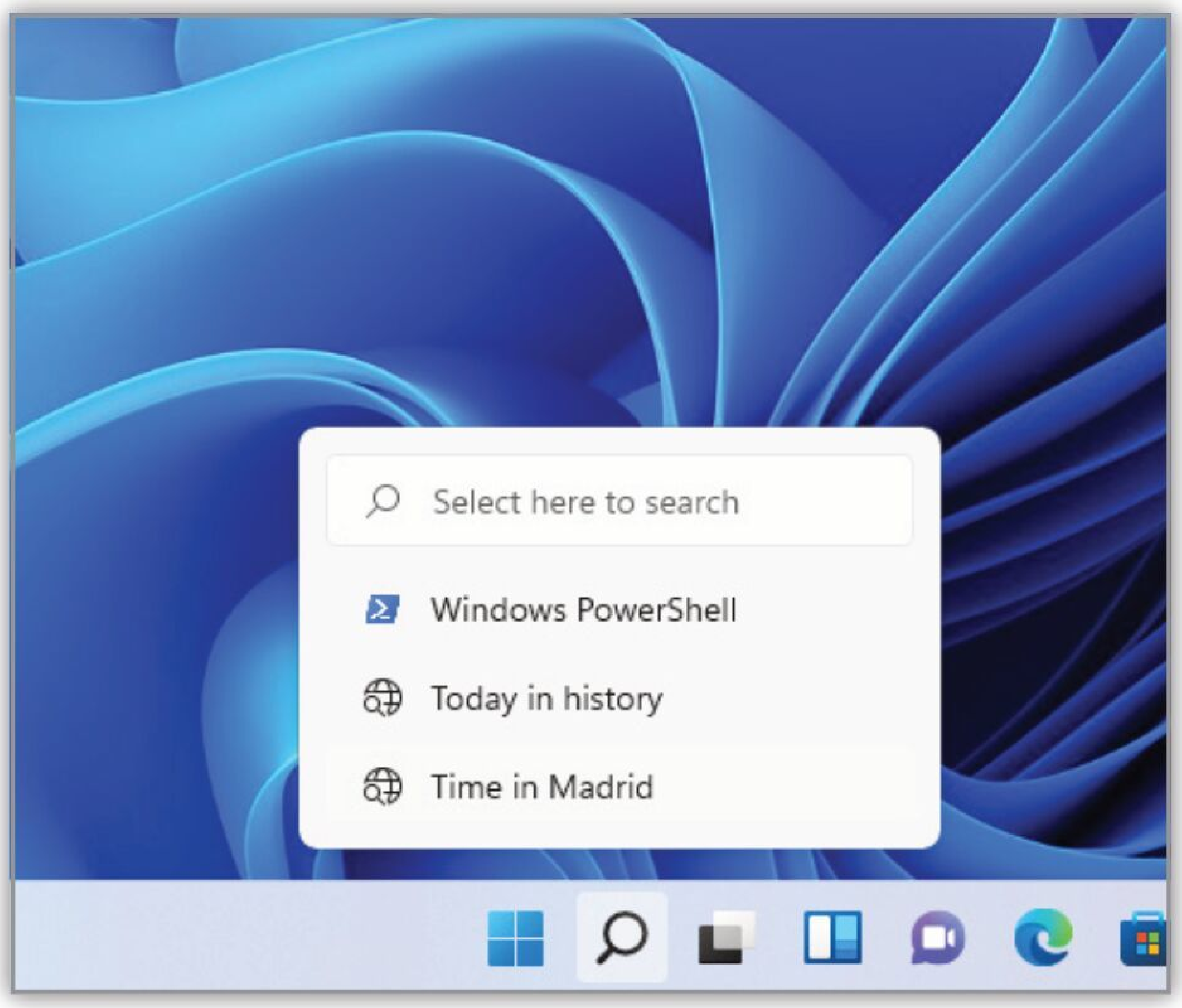
● Light mode
○ Dark mode
○ Use my Windows mode

○ Spacious
○ Medium

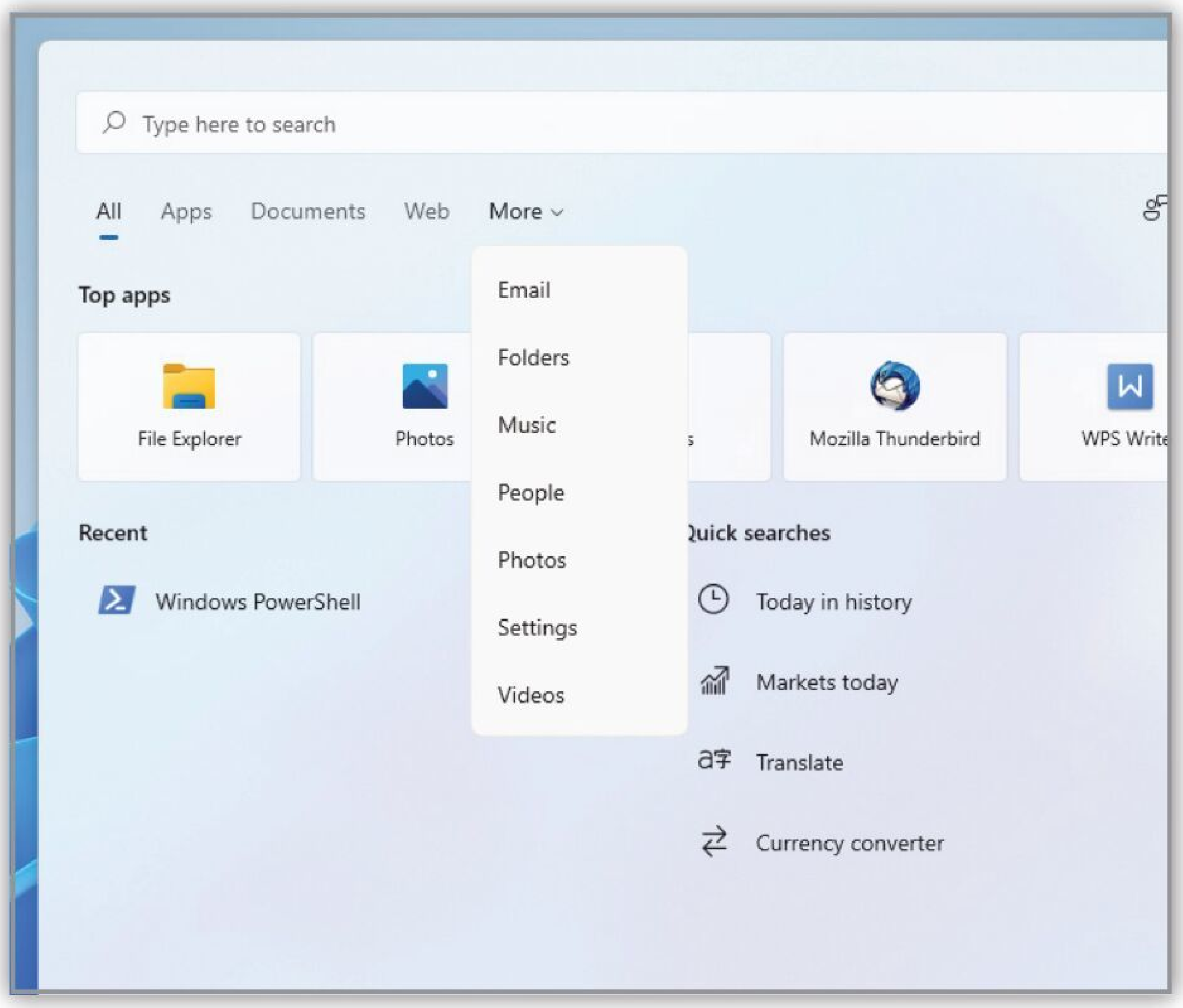
Search in Windows 11

It's hard to describe just how much better Search is in Windows 11, than in previous versions. Microsoft have done a lot to try to match the search functions on offer in rival operating systems, and the results can be seen in the new search feature.

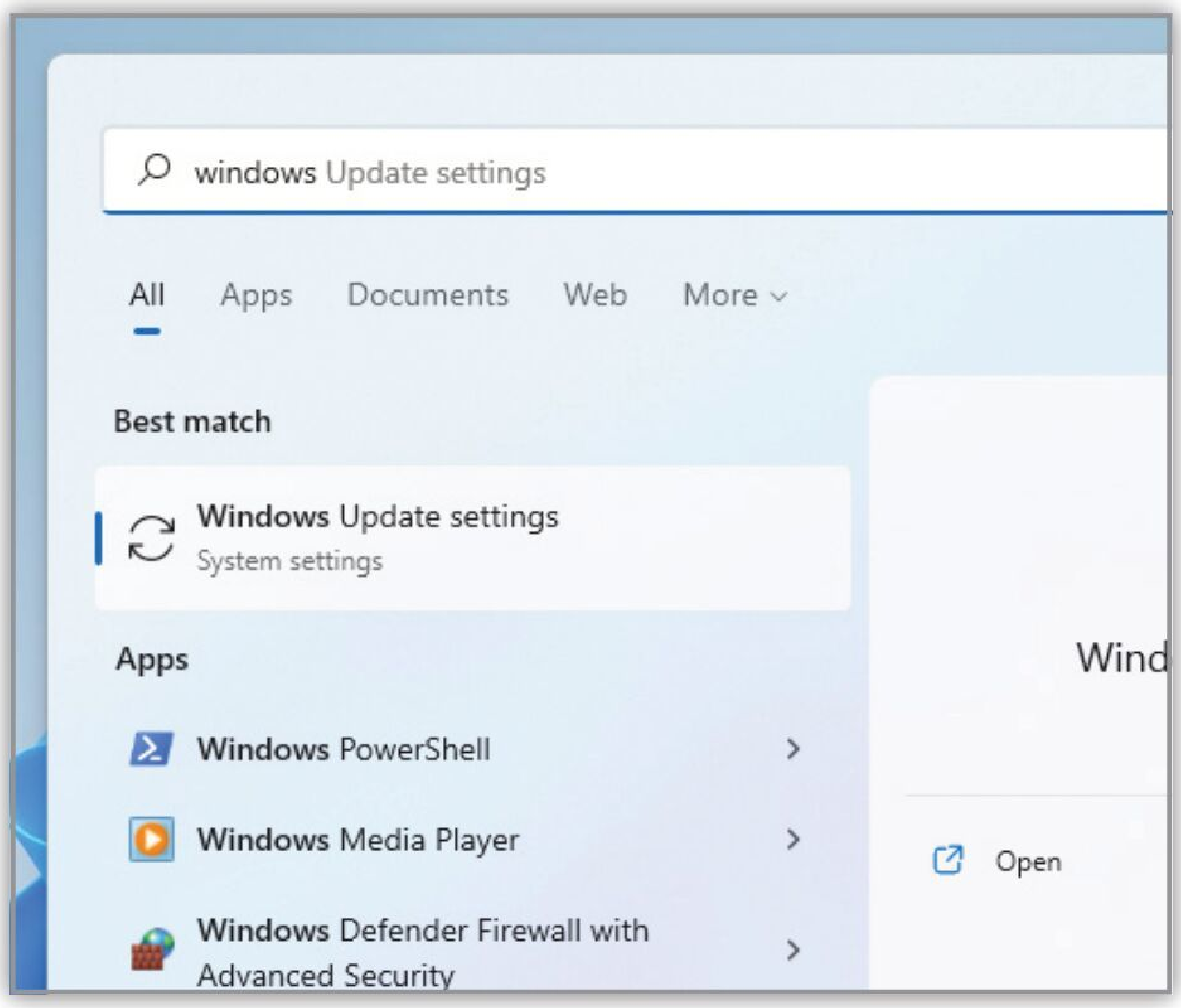
Step 1 If you need to search for anything on your Windows 11 PC, the taskbar search tool is now the place to do it. The search field in the taskbar from Windows 10 is no longer there. You can also access search through the Start menu, or by pressing Windows key + S on your keyboard.


Select here to search
Windows PowerShell
Today in history
Time in Madrid

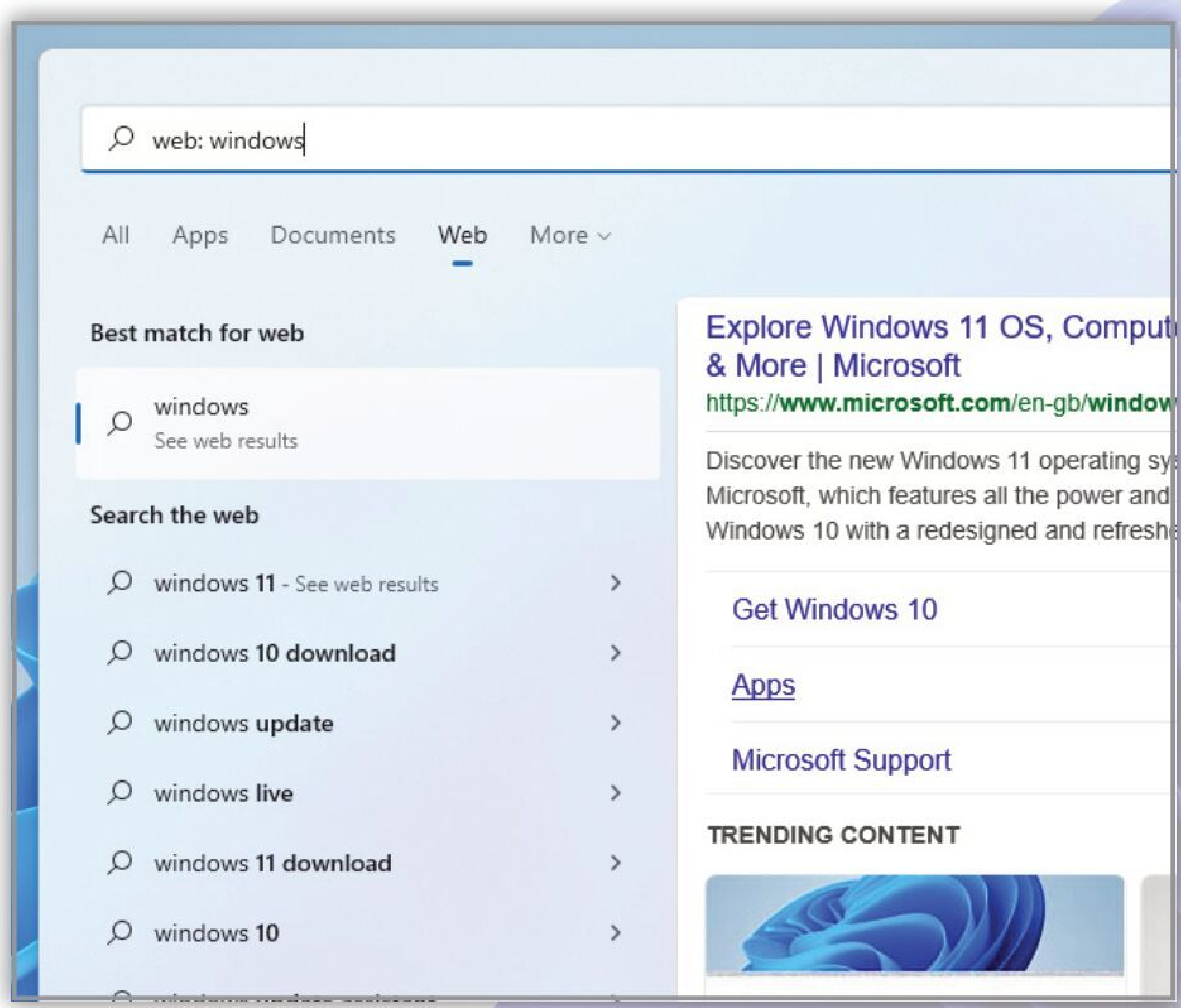
Step 2 In addition to files and folders, you can search for web results and apps. When you first click in the search box you will see three tabs along the bottom that let you choose what to search for; but even if you don't click one of these, the search function is smart enough to return results from all.


Type here to search
All
Apps
Documents
Web
More
Top apps
File Explorer
Photos
Mozilla Thunderbird
WPS Write
Email
Folders
Music
People
Photos
Settings
Videos
Recent
Windows PowerShell
Quick searches
Today in history
Markets today
Translate
Currency converter

Step 3 Search results are displayed in sections (best match, apps, folders, etc.) so that you know what you are looking at. Apps will be displayed with their icon next to them. Folders will have a folder icon and images will be shown as small thumbnails, within the search results panel.


windows Update settings
All
Apps
Documents
Web
More
Best match
Windows Update settings
System settings
Apps
Windows PowerShell
Windows Media Player
Windows Defender Firewall with Advanced Security
Wind
Open

Step 4 You can further filter the results that have appeared after you search by clicking on the titles of the results section in the panel. This lets you filter various results, even music or video. Suggested search results can be previewed by clicking the right-facing arrow next to them.

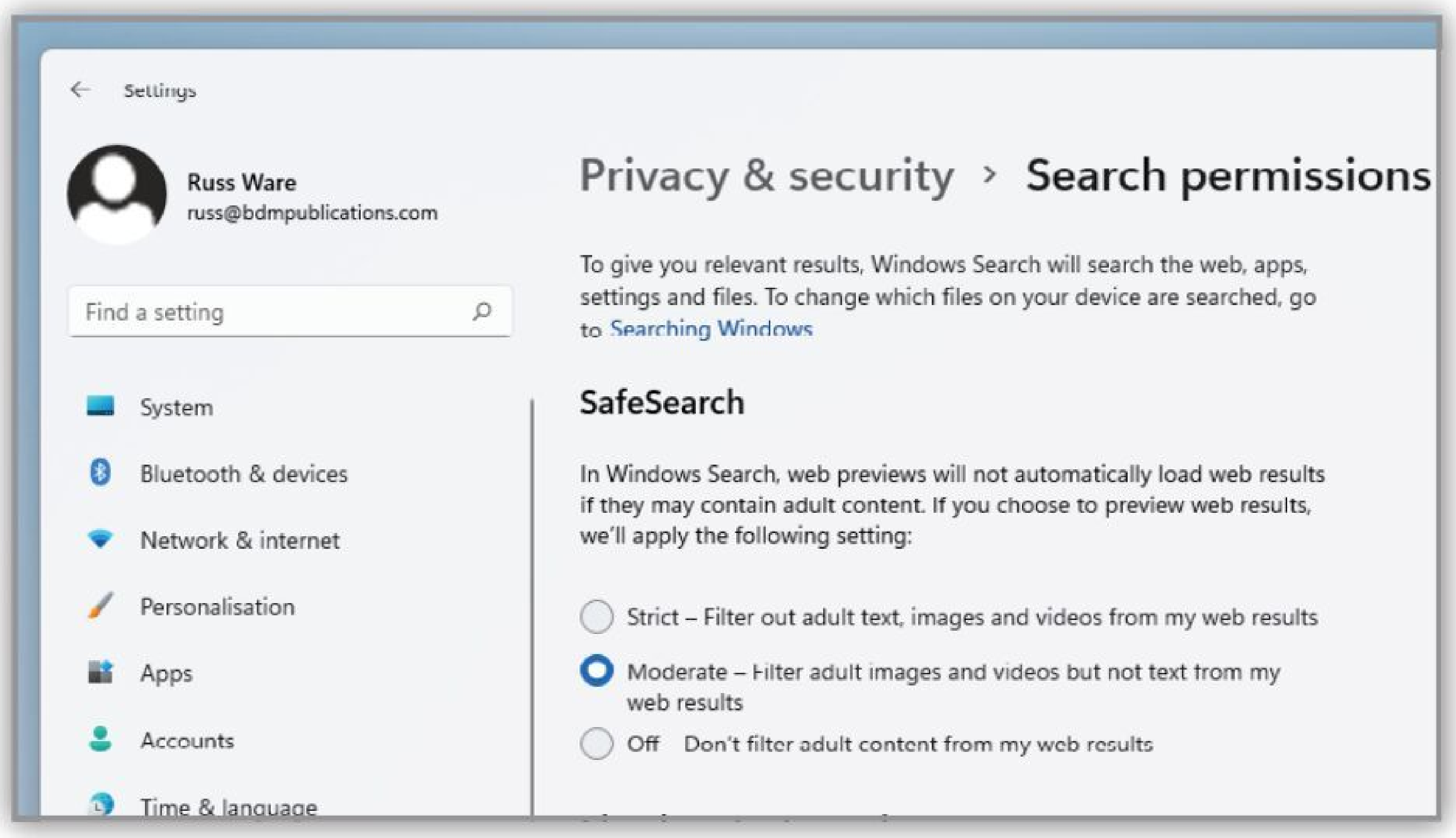

web: windows
All
Apps
Documents
Web
More
Best match for web
windows
See web results
Search the web
windows 11 - See web results
windows 10 download
windows update
windows live
windows 11 download
windows 10
Explore Windows 11 OS, Comput
& More | Microsoft
https://www.microsoft.com/en-gb/window
Discover the new Windows 11 operating sy
Microsoft, which features all the power and
Windows 10 with a redesigned and refresh
Get Windows 10
Apps
Microsoft Support
TRENDING CONTENT

Search Settings and Tools

You have quite a lot of control over exactly how search provides you with search results, and what information it stores about your search history.

Safe Search

Sometimes web search results may show content that is not suitable for the younger audience, which is the reason Cortana also offers search filters. Go to Settings > Cortana > Permissions and History, and under SafeSearch, select the search filter that is most appropriate for you.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language

Privacy & security › Search permissions

To give you relevant results, Windows Search will search the web, apps, settings and files. To change which files on your device are searched, go to Searching Windows

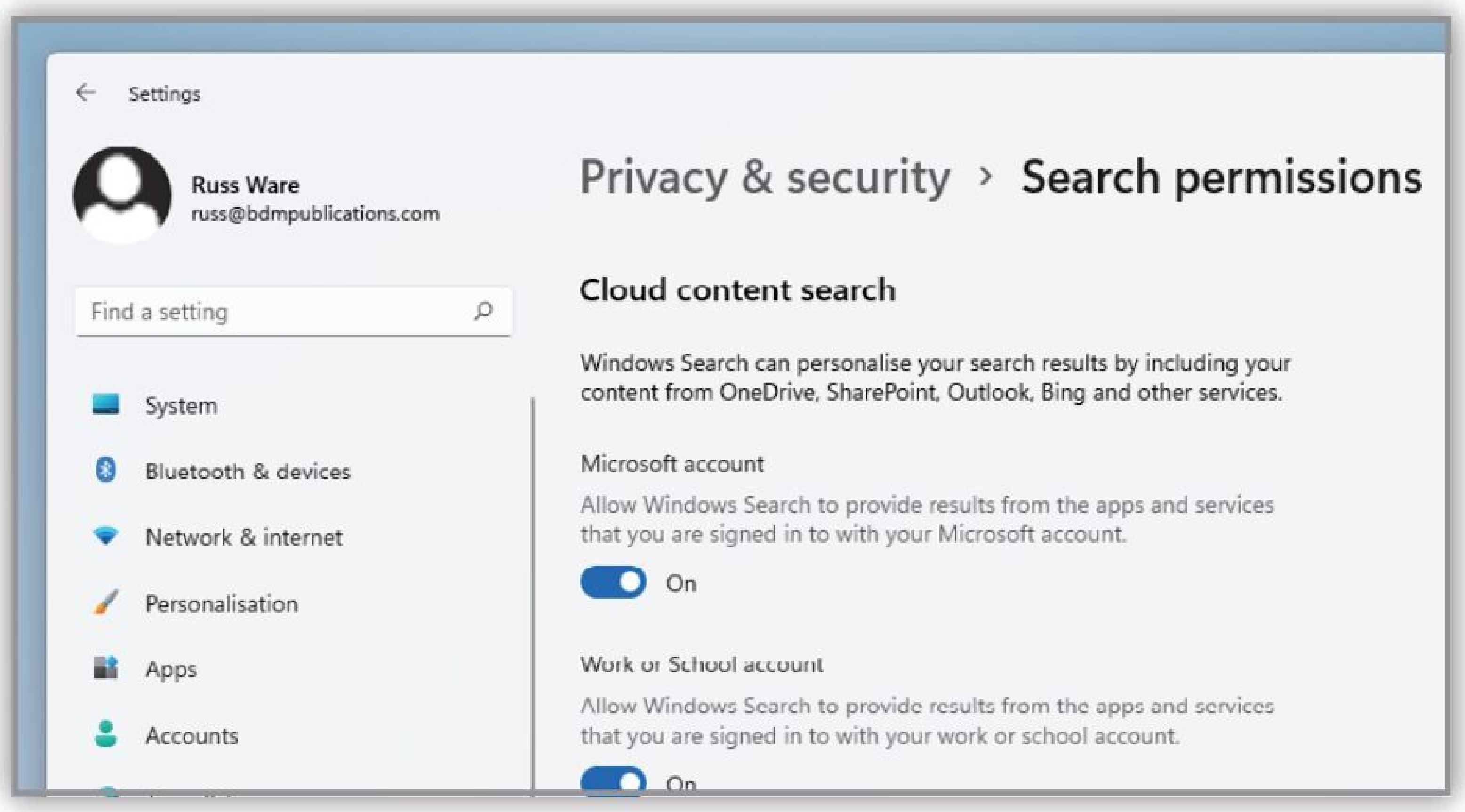
SafeSearch

In Windows Search, web previews will not automatically load web results if they may contain adult content. If you choose to preview web results, we'll apply the following setting:

○ Strict – Filter out adult text, images and videos from my web results
● Moderate – Filter adult images and videos but not text from my web results
○ Off Don't filter adult content from my web results

Cloud Search

Cloud search is an option introduced in Windows 10, which allows you to suppress cloud content on search results. Under Cloud Search, you will see a toggle that says Windows Cloud Search. This option manages whether Cortana shows cloud content in Windows Search.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts

Privacy & security › Search permissions

Cloud content search

Windows Search can personalise your search results by including your content from OneDrive, SharePoint, Outlook, Bing and other services.

Microsoft account

Allow Windows Search to provide results from the apps and services that you are signed in to with your Microsoft account.

On

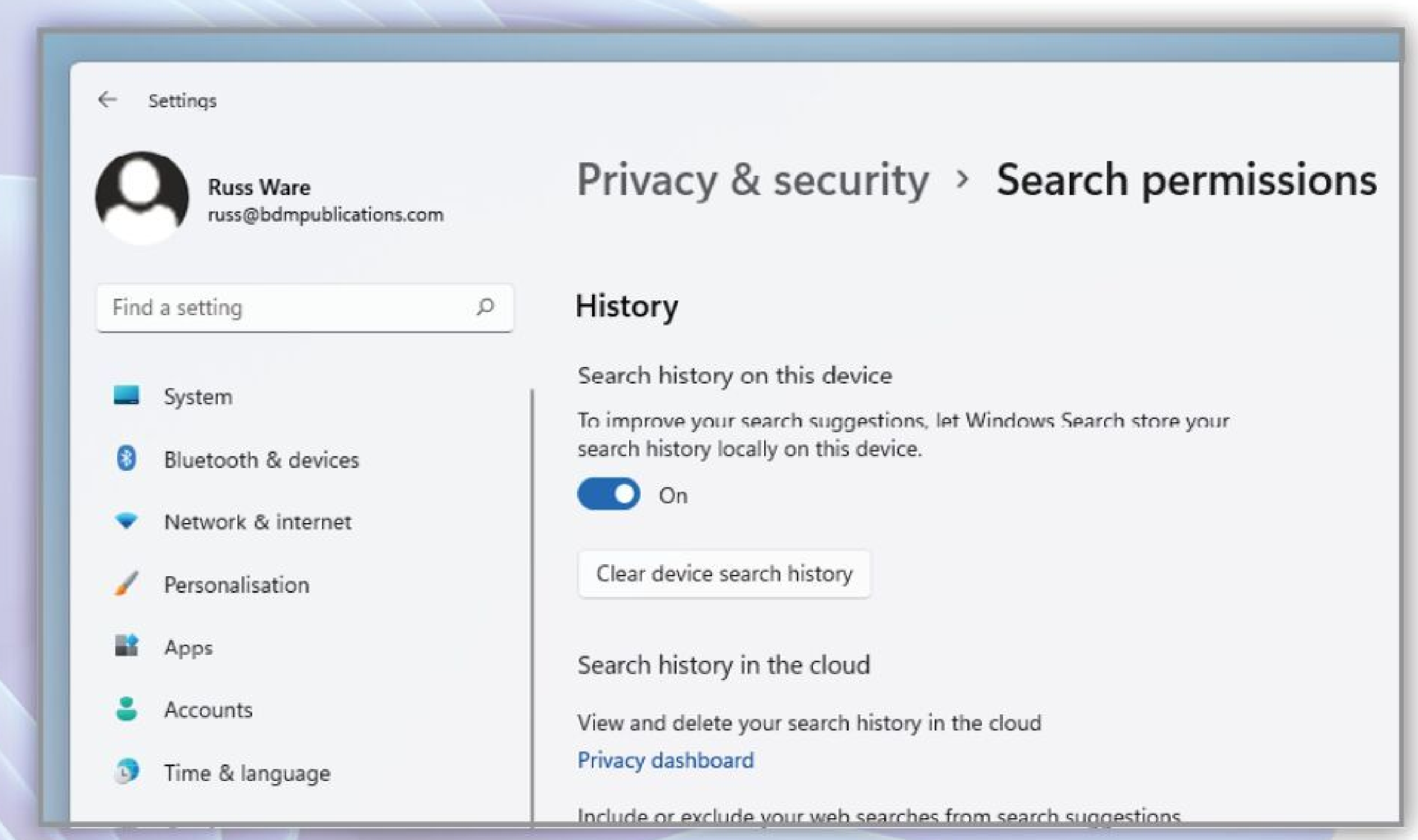
Work or School account

Allow Windows Search to provide results from the apps and services that you are signed in to with your work or school account.

On

Device History

This setting allows for the improvement of on-device search results, whether you are using an app, settings or another search from any signed on device. If you prefer that Windows does not record the on-device search history, you can switch this option off in Settings > Permissions & History.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Clear device search history
Privacy dashboard

Privacy & security › Search permissions

History

Search history on this device

To improve your search suggestions, let Windows Search store your search history locally on this device.

On

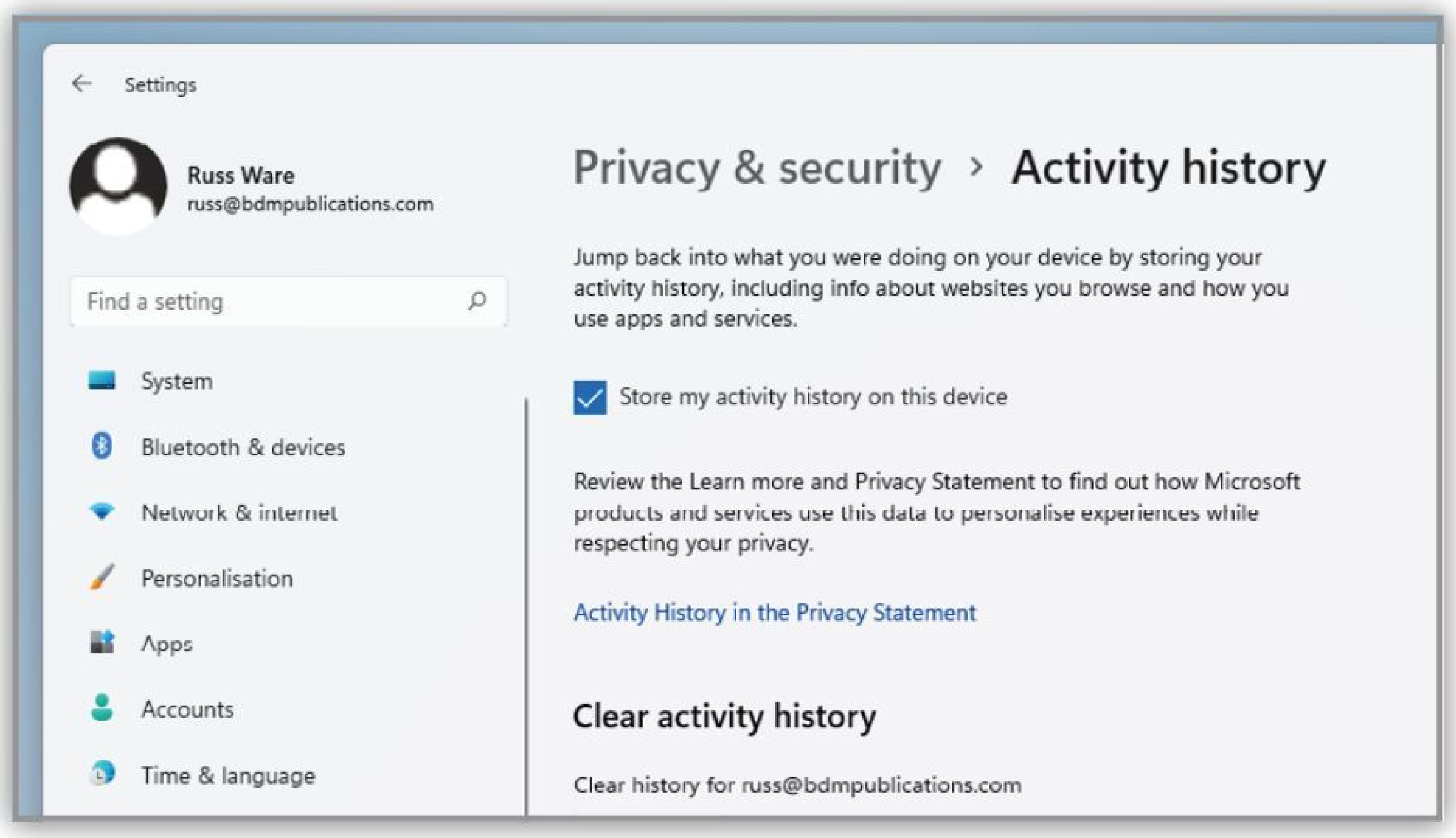
Search history in the cloud

View and delete your search history in the cloud

Include or exclude your web searches from search suggestions

Search History

Search History can help to provide better search results. It can also be turned off, just like the Device History. Head in to Settings > Permissions & History and use the toggle to turn it off. If you click Search History Settings a browser window opens showing the history.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Activity History in the Privacy Statement

Privacy & security › Activity history

Jump back into what you were doing on your device by storing your activity history, including info about websites you browse and how you use apps and services.

☑ Store my activity history on this device

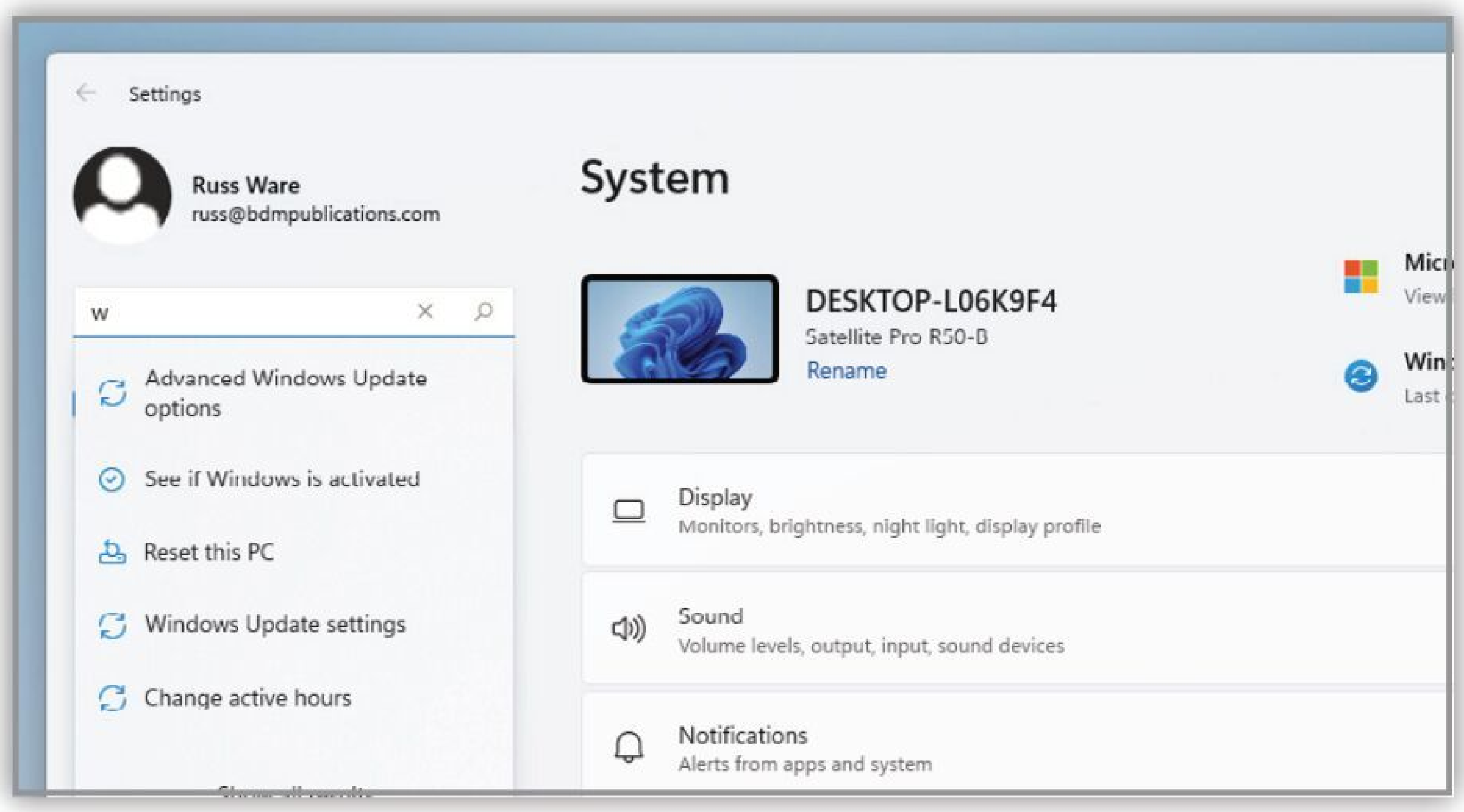
Review the Learn more and Privacy Statement to find out how Microsoft products and services use this data to personalise experiences while respecting your privacy.

Clear activity history

Clear history for russ@bdmpublications.com

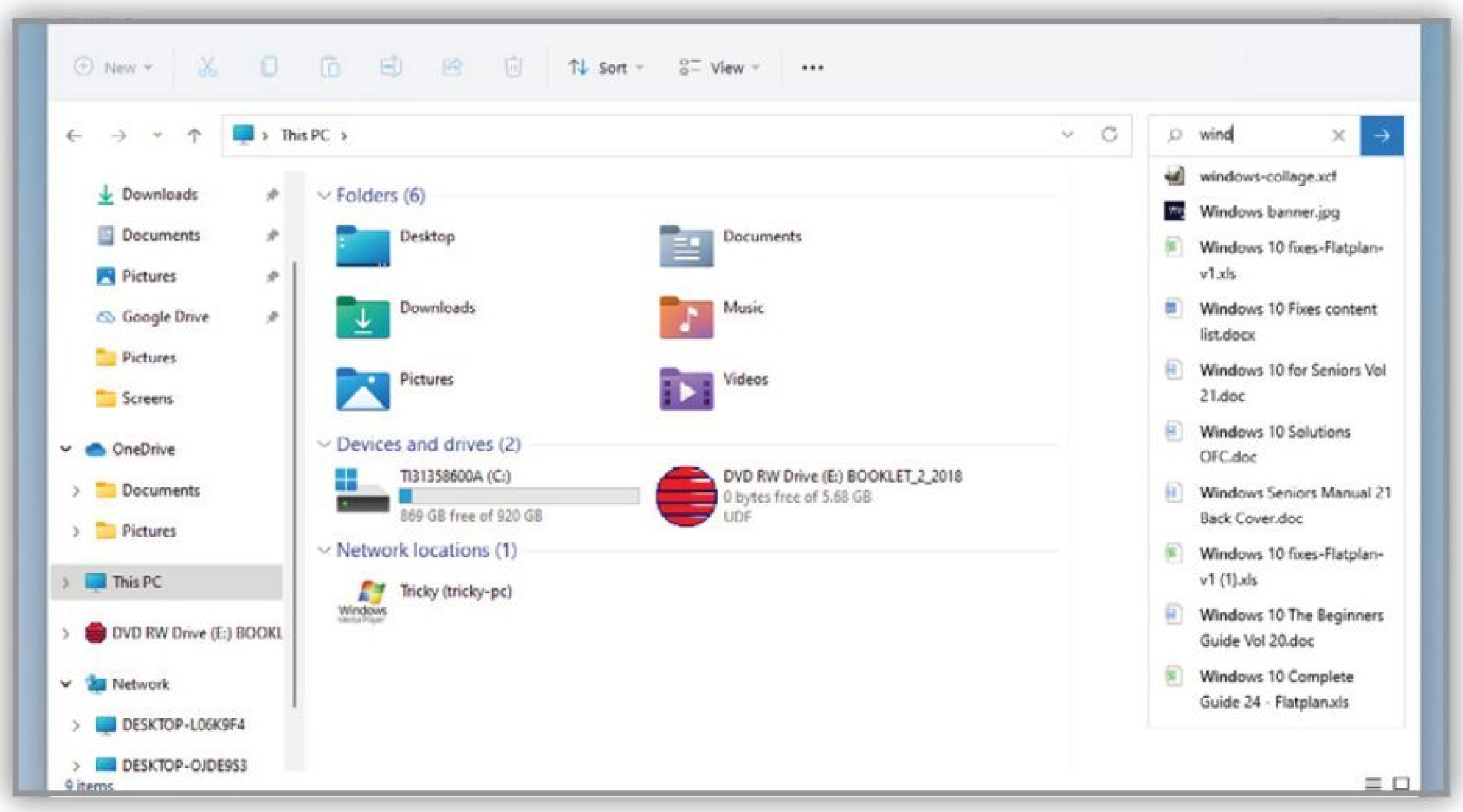
File Explorer Search

You can always search for files and folders in File Explorer as you could in previous versions of Windows. With the new taskbar search you won't need to use this as often as you did, but it's still there if you need it. We don't find it as quick as the taskbar search, though.


Settings
Russ Ware
russ@bdmpublications.com
w
Advanced Windows Update options
See if Windows is activated
Reset this PC
Windows Update settings
Change active hours
System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system

Searching in Settings

Windows 11 allows you to search for settings from within the Settings app. Open the app and you will see the search box right at the top, underneath the window title. Possible results are displayed as you type, just like a normal search, but the results will only be from settings, nowhere else.


New
Sort
View
This PC
wind
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKL
Network
DESKTOP-L06K9F4
DESKTOP-OJDE9S3
9 items
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (2)
TI31358600A (C:)
869 GB free of 920 GB
DVD RW Drive (E:) BOOKLET_2_2018
0 bytes free of 5.68 GB
UDF
Network locations (1)
Tricky (tricky-pc)
windows-collage.xcf
Windows banner.jpg
Windows 10 fixes-Flatplan-v1.xls
Windows 10 Fixes content list.docx
Windows 10 for Seniors Vol 21.doc
Windows 10 Solutions OFC.doc
Windows Seniors Manual 21 Back Cover.doc
Windows 10 fixes-Flatplan-v1 (1).xls
Windows 10 The Beginners Guide Vol 20.doc
Windows 10 Complete Guide 24 - Flatplan.xls

Inside the Calendar App

The Windows 11 Calendar app is a fully integrated planning tool that can be linked up to your email accounts and easily synced to your other Windows devices. You can add new events manually, or you can simply use it to view national and public holidays; all of which are automatically added based on your location.

1 Add New Event

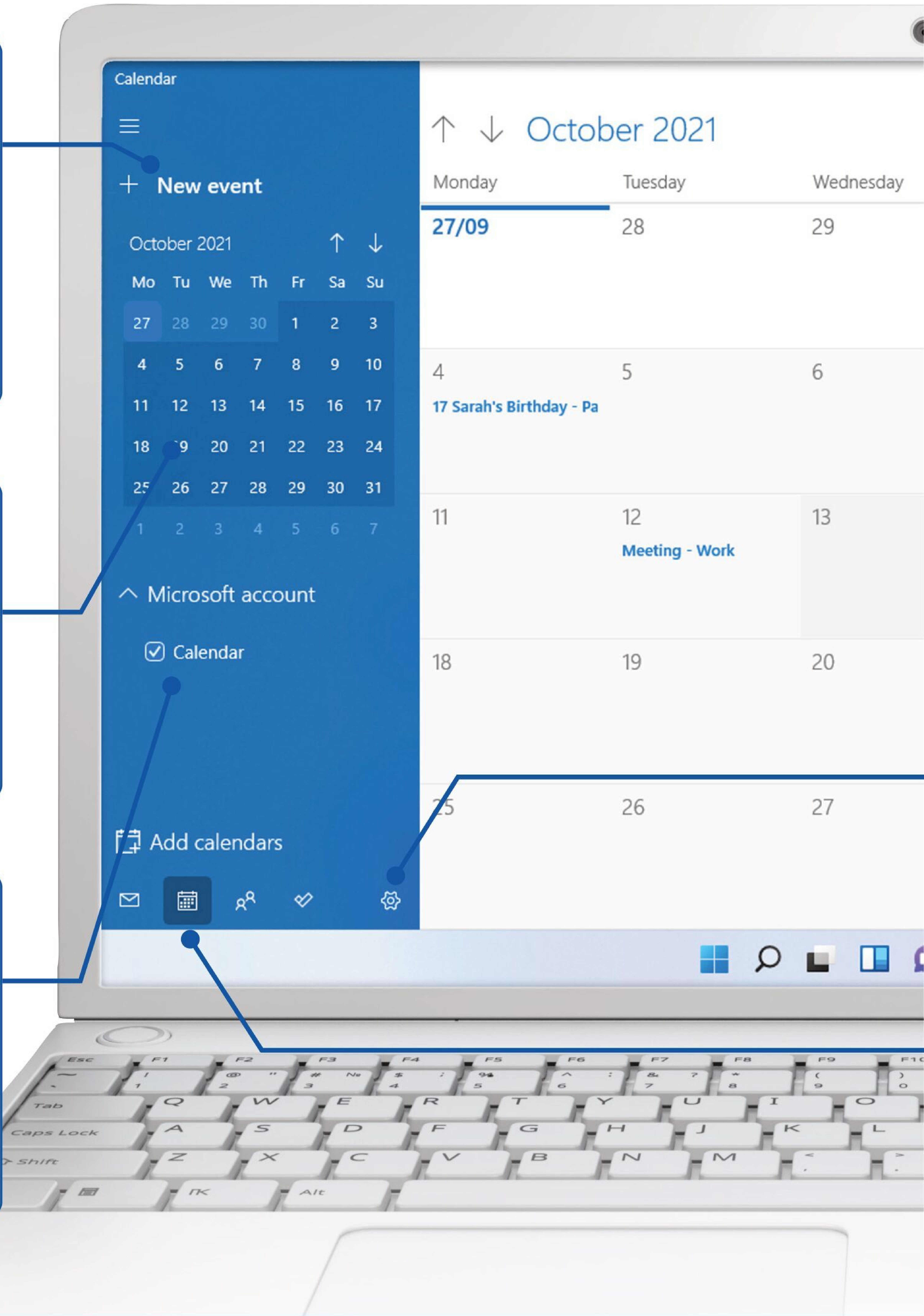
There are two main ways to add a new event to your calendar. You can either click on the date in the main window or, if the date you want is not in view, you can click the New Event button here. You can then add an event name, location, and a start and end date. Give the event a short description, especially if you plan to share it with a contact. You can do that by adding people using the pane on the right of the Add Event screen.

2 Monthly View

No matter which view you choose for the main Calendar pane - day, week, etc. - the month preview always shows a full month. You can use the arrows above the mini calendar to skip to different months and clicking on a date brings that date into view on the main Calendar pane. The current day is highlighted in the Month Preview.

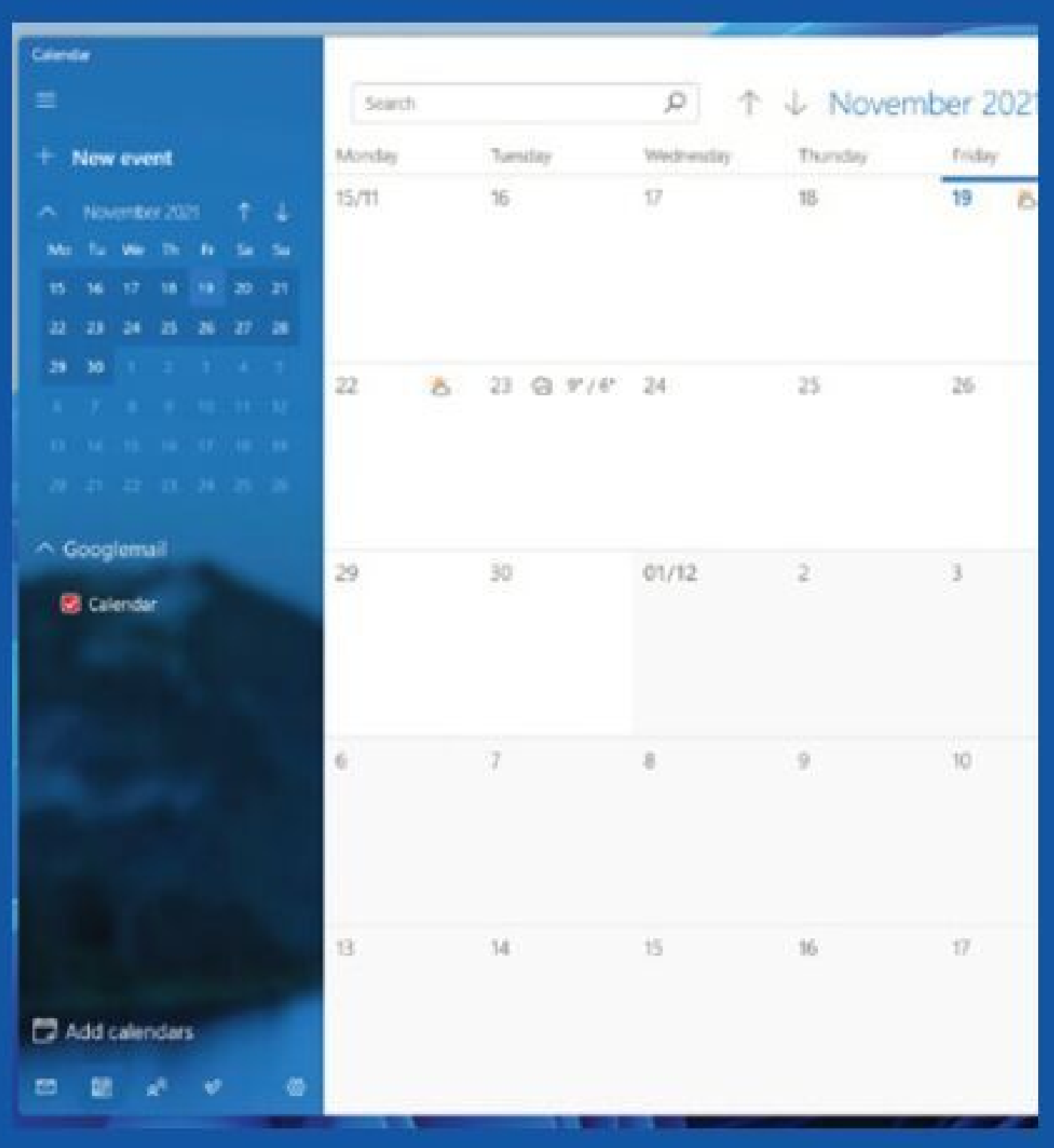
3 Linked Calendars

Your calendar can be linked to your email account, which is shown here. If you are using Gmail for your email account, and have any calendars set up in Google Calendar, these are also shown here. You can use the checkboxes to select and deselect calendars from showing in the main pane; each is colour coded, so you know from which custom calendar an event comes.

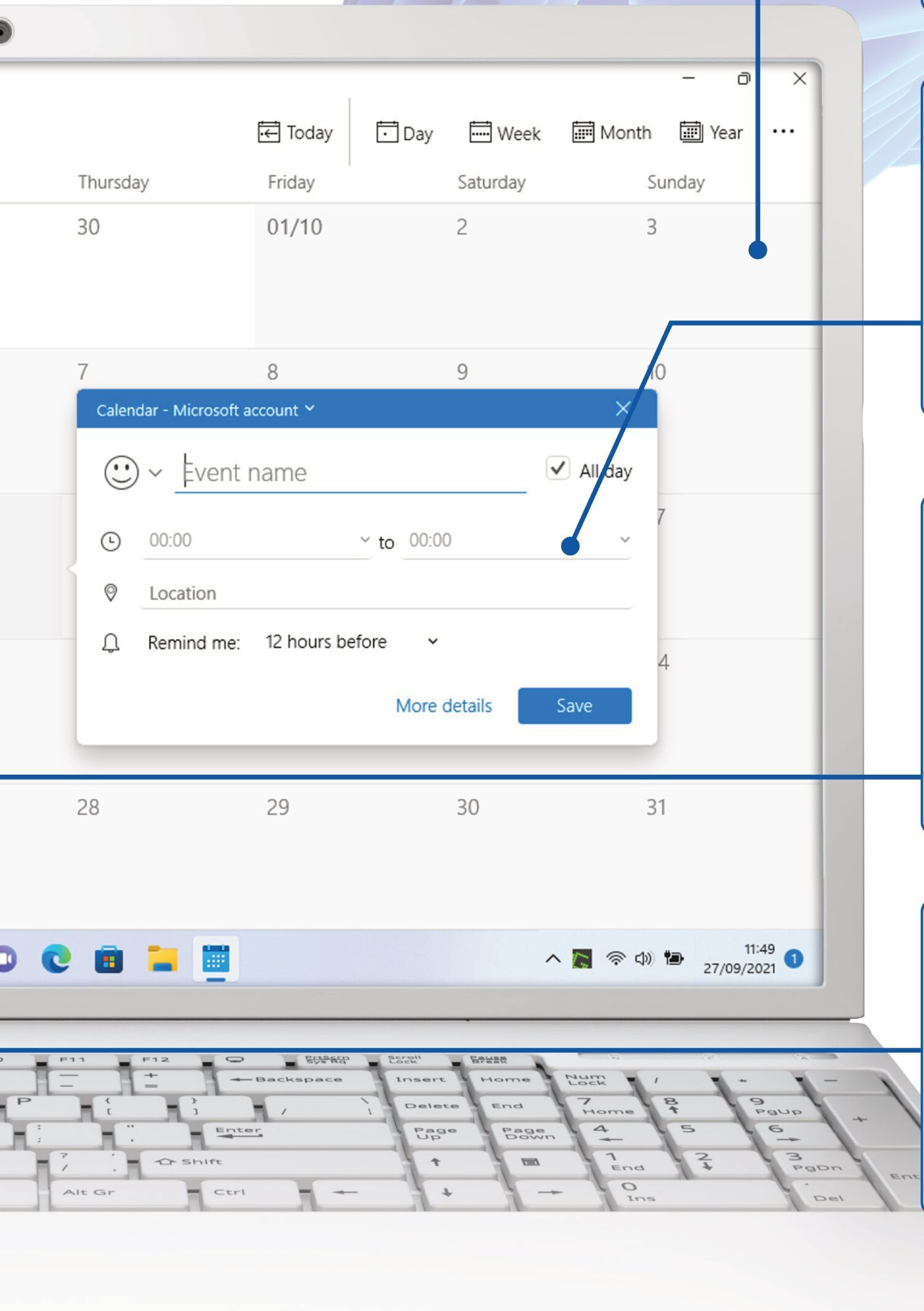

Calendar
New event
October 2021
Mo Tu We Th Fr Sa Su
Microsoft account
Calendar
Add calendars
October 2021
Monday
Tuesday
Wednesday
27/09
28
29
4
5
6
17 Sarah's Birthday - Pa
11
12
13
Meeting - Work
18
19
20
25
26
27

Inside the Calendar App

Calendar Updates



The new Windows 11 Calendar app is one of a number of apps that Microsoft are actively updating on a regular basis. Features were removed and added even in the first few months of Windows 11's launch, and there's more to come. Whether any of the previous features that were removed will return is anyone's guess, as Microsoft is remaining silent. But, with each new update, the Calendar gets better, so keep an eye on it and see how it evolves over time.



☑ All day

00:00 to 00:00

Remind me: 12 hours before

4 Calendar Pane

The main Calendar pane, however you choose to view it with the View buttons, contains several different bits of useful information. Public and national holidays are automatically added, based on location. The current day is accentuated in your chosen highlight colour. Weather and temperature information is shown for the current day, along with a few days after. Clicking the weather symbol opens the Weather app.

5 Add Event

Click on any day in the main pane, or any hourly slot in day view, and a mini Add Event pane opens. You can use this to add an event to your calendar quickly. The pane includes event name, time-slots and location; it also lets you choose into which custom calendar you want to add it. If you choose to add more details, click the More Details button, if not, click Done to add the event.

6 Calendar Settings

Alongside various customisation settings, such as the ability to choose light and dark themes and change the default highlight colour, are settings for adding new email accounts and changing the default view. You can also add public or national holidays manually, in Calendar Settings, if they have not been correctly added automatically.

7 Switch to Tabs

The Mail and Calendar apps are closely linked, and you can quickly switch between the two using the buttons here. Receive an email with an appointment in it, and you can quickly add it to your calendar using the tools in the Mail app. You can also quickly switch to the People app and the ToDo app using the tabs/ buttons here.

18+

WHAT IS
AVAXHOME?

AVAXHOME -

the biggest Internet portal, providing you various content: brand new books, trending movies, fresh magazines, hot games, recent software, latest music releases.

Unlimited satisfaction one low price
Cheap constant access to piping hot media
Protect your downloadings from Big brother
Safer, than torrent-trackers

18 years of seamless operation and our users' satisfaction

All languages
Brand new content
One site

AVXLIVE.ICU

AvaxHome - Your End Place

We have everything for all of your needs. Just open https://avxlive.icu

Dates & Appointments with Calendar

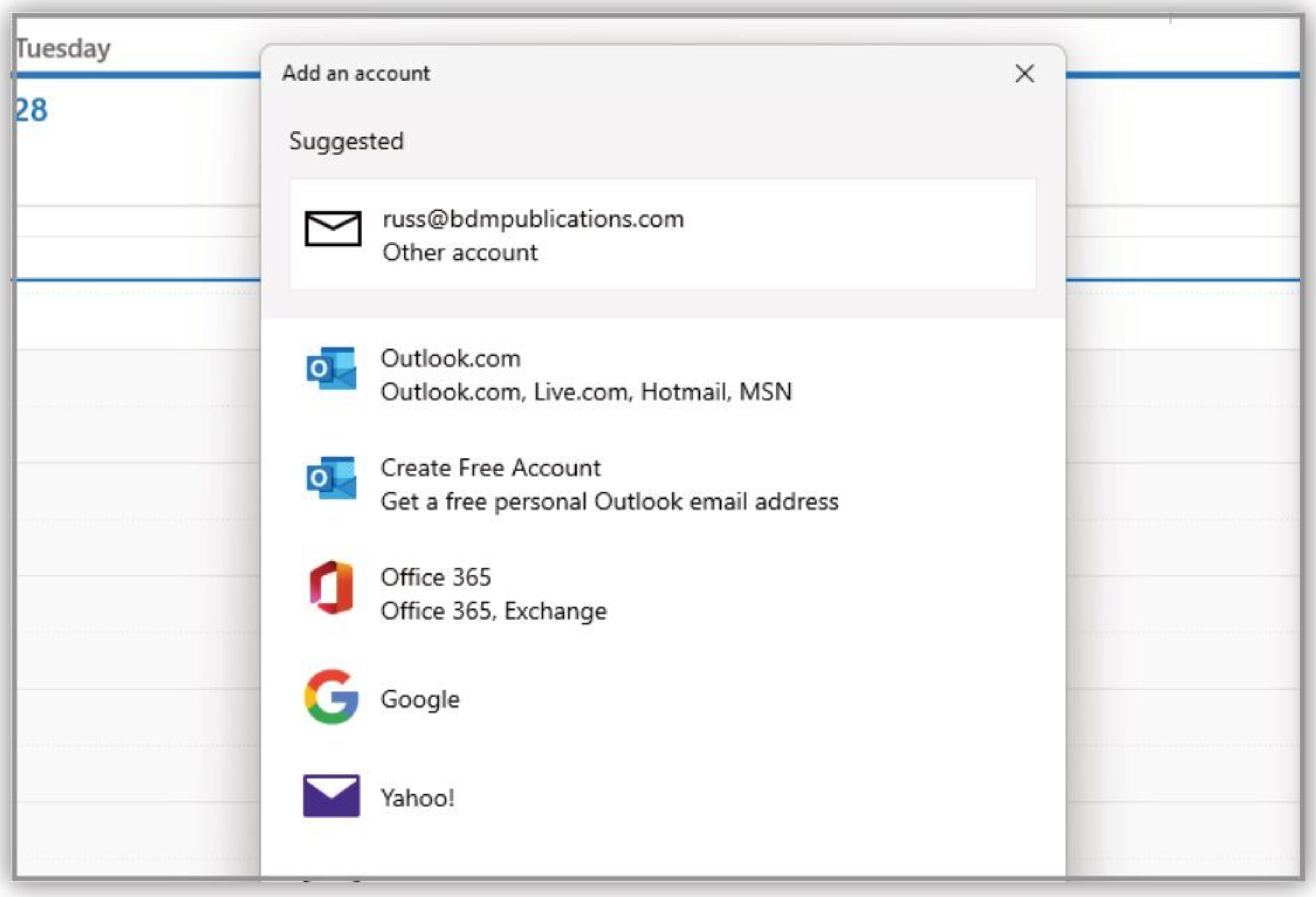
Digital calendars are no longer the preserve of business people scheduling appointments via email. With mobile phones now our new diaries, digital calendars are being used by increasing numbers of people to organise their busy lives. Welcome to Calendar.

Setting Up Calendars

The calendar can be a great productivity tool. We'll show you how to set up your calendar, arrange events and change settings, so your calendar is exactly the way you want it.

Adding Calendars

Like Windows 11's email app, Calendar also enables you to add multiple accounts; and from different providers too. So whether you use an Outlook calendar at work or have shared Google calendars, you can join them all together in the Calendar app. To Start click on Add Accounts.



Add an account

Suggested

russ@bdmpublications.com
Other account

Outlook.com
Outlook.com, Live.com, Hotmail, MSN

Create Free Account
Get a free personal Outlook email address

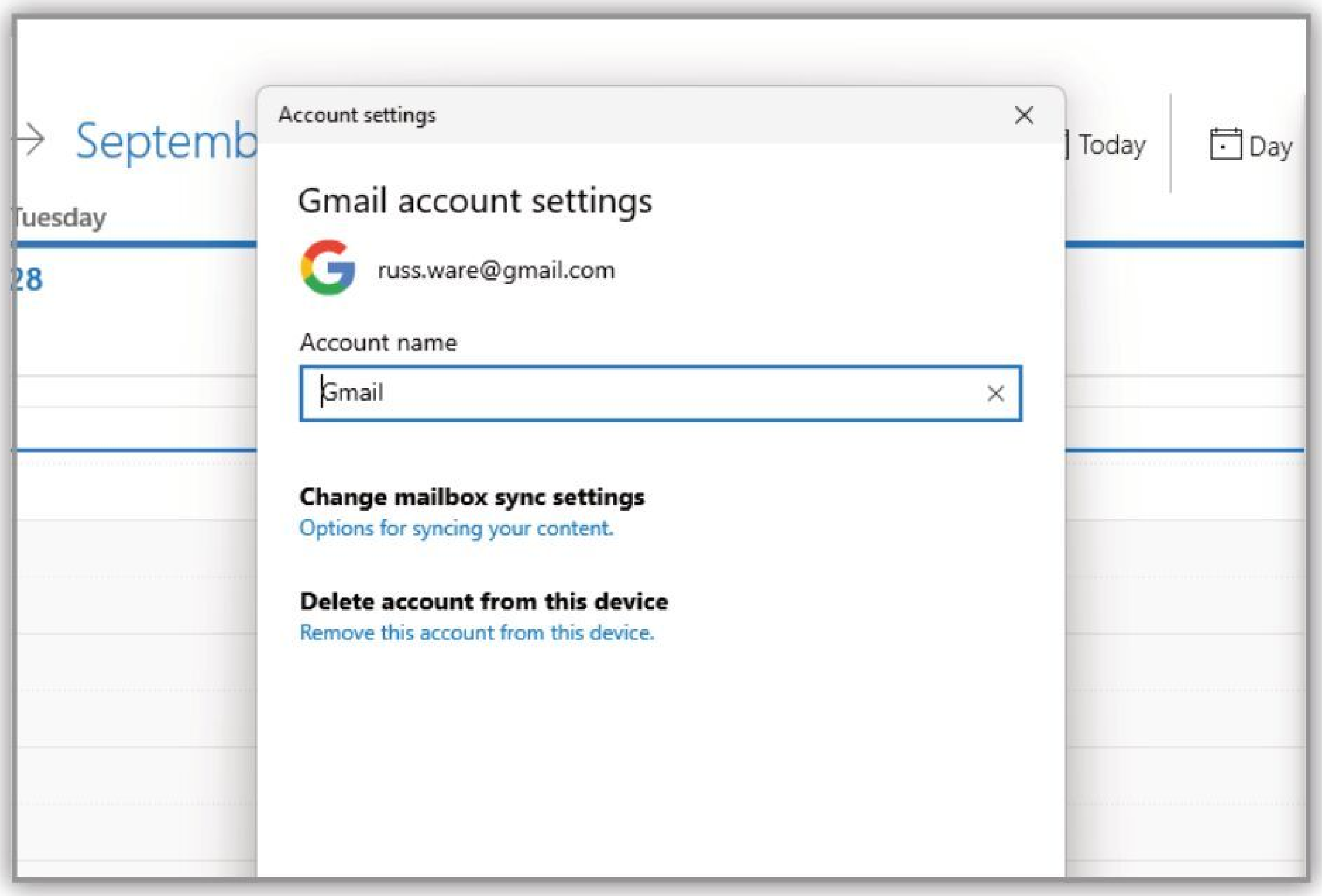
Office 365
Office 365, Exchange

Google

Yahoo!

Sign In to Calendars

Now add the accounts you want to use in Calendar. You can do this at any point you choose via Settings > Accounts. From there you can easily add an Outlook.com, Exchange, Google or iCloud calendar; or enter advanced settings for any other calendars you may have from other providers.



Account settings

Gmail account settings

russ.ware@gmail.com

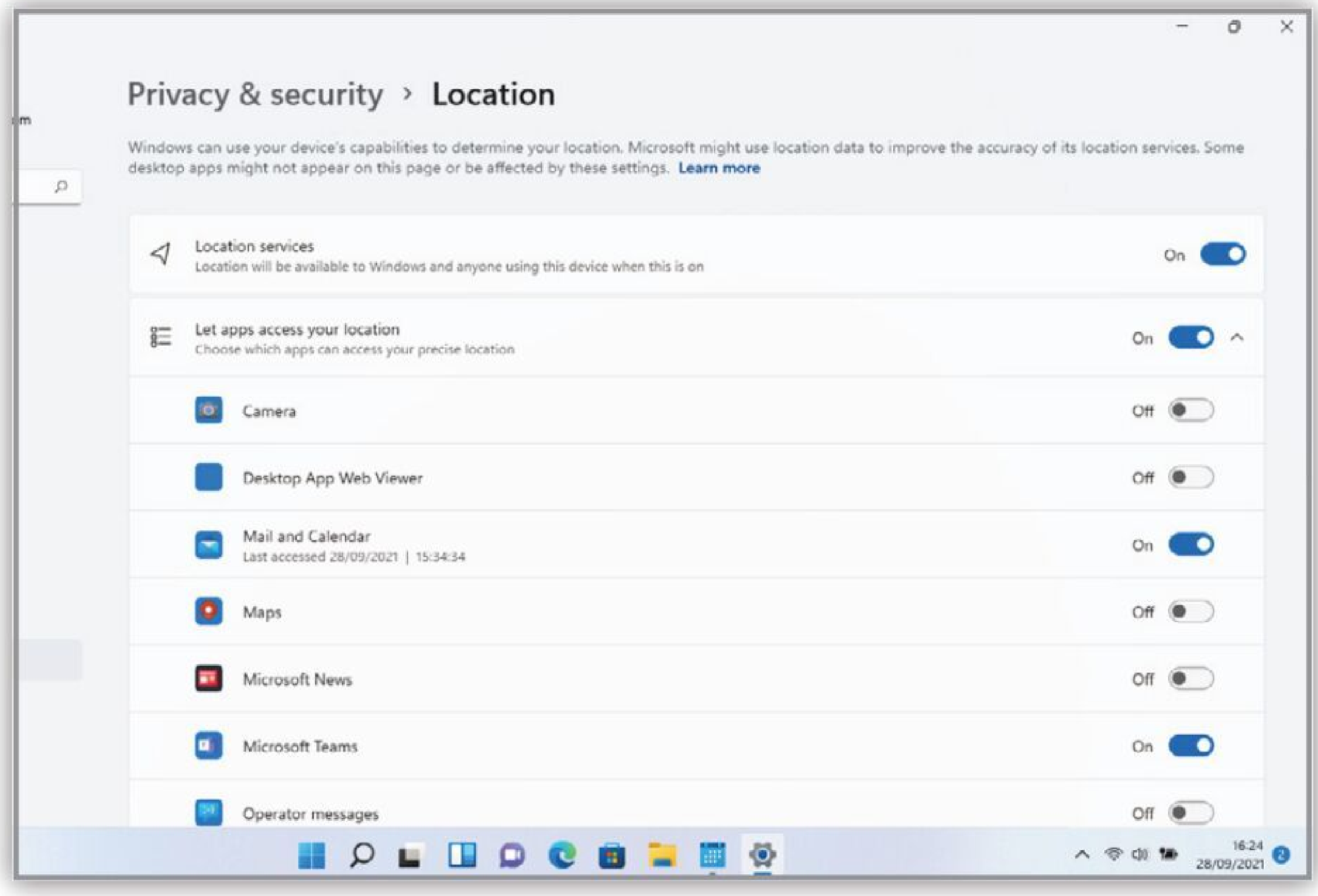
Account name: Gmail

Change mailbox sync settings
Options for syncing your content.

Delete account from this device
Remove this account from this device.

Allow Location

You'll be asked to enable location access for Mail and Calendar. This is predominantly for one simple reason – Calendar shows you the weather for your location each day. You can always revoke access via the Settings app. Go to Location and you can turn off Calendar's access to Location.



Privacy & security › Location

Windows can use your device's capabilities to determine your location. Microsoft might use location data to improve the accuracy of its location services. Some desktop apps might not appear on this page or be affected by these settings. Learn more

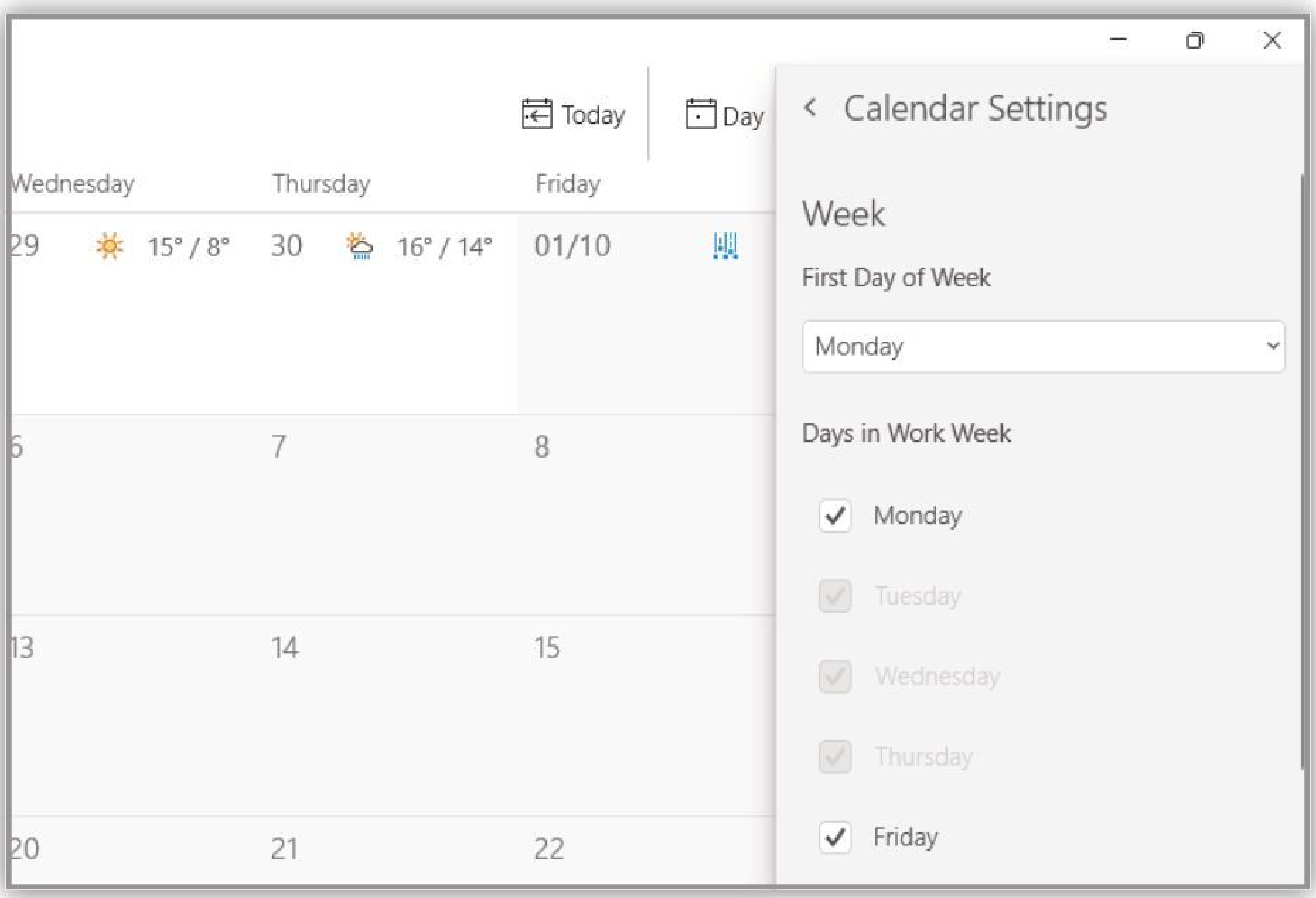
Location services: On
Location will be available to Windows and anyone using this device when this is on

Let apps access your location: On
Choose which apps can access your precise location

Camera: Off
Desktop App Web Viewer: Off
Mail and Calendar: On
Last accessed 28/09/2021 | 15:34:34
Maps: Off
Microsoft News: Off
Microsoft Teams: On
Operator messages: Off

Calendar Settings

The calendar settings are fairly basic, boiling down to adding accounts, changing the appearance and setting the weather region. The only other settings are the controls to how the calendars are displayed (First day of week, Days in work week, Week numbers on/off, etc.).



Calendar Settings

Week

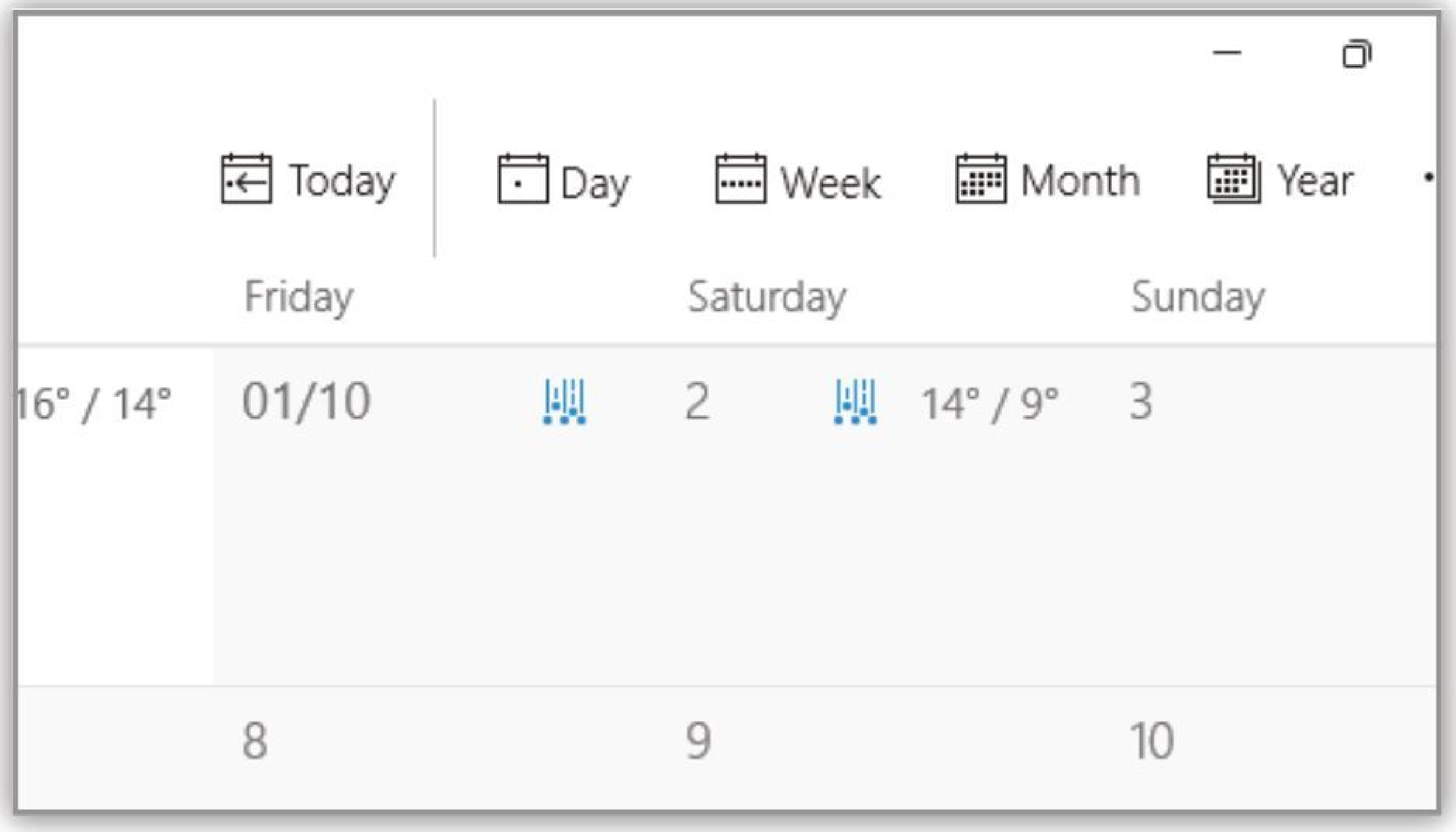
First Day of Week: Monday

Days in Work Week
☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday

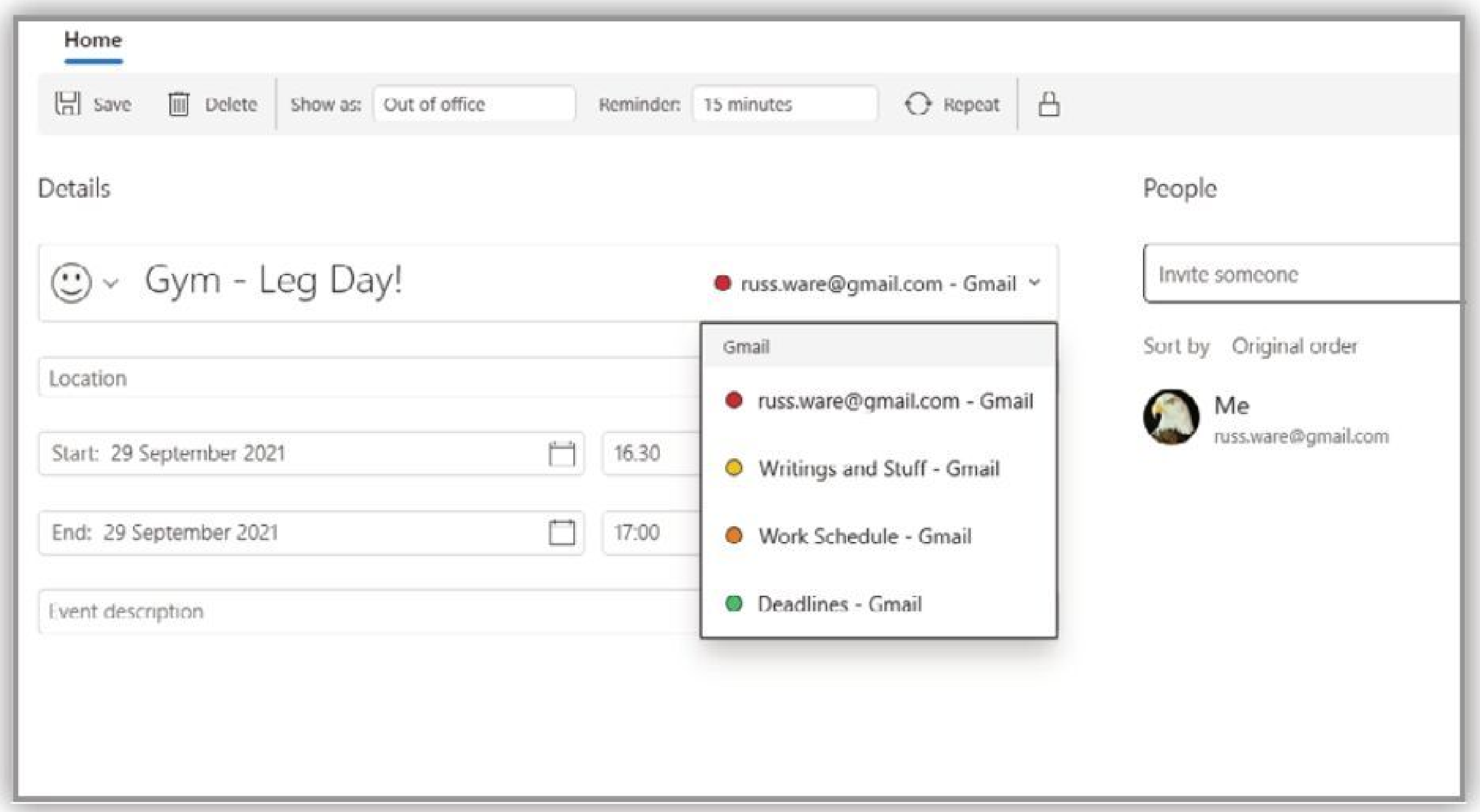
Creating and Managing Events

In the Calendar app, the appointments and reminders you add manually are called Events. You can add multiple events to each day, add emojis and set events to repeat.

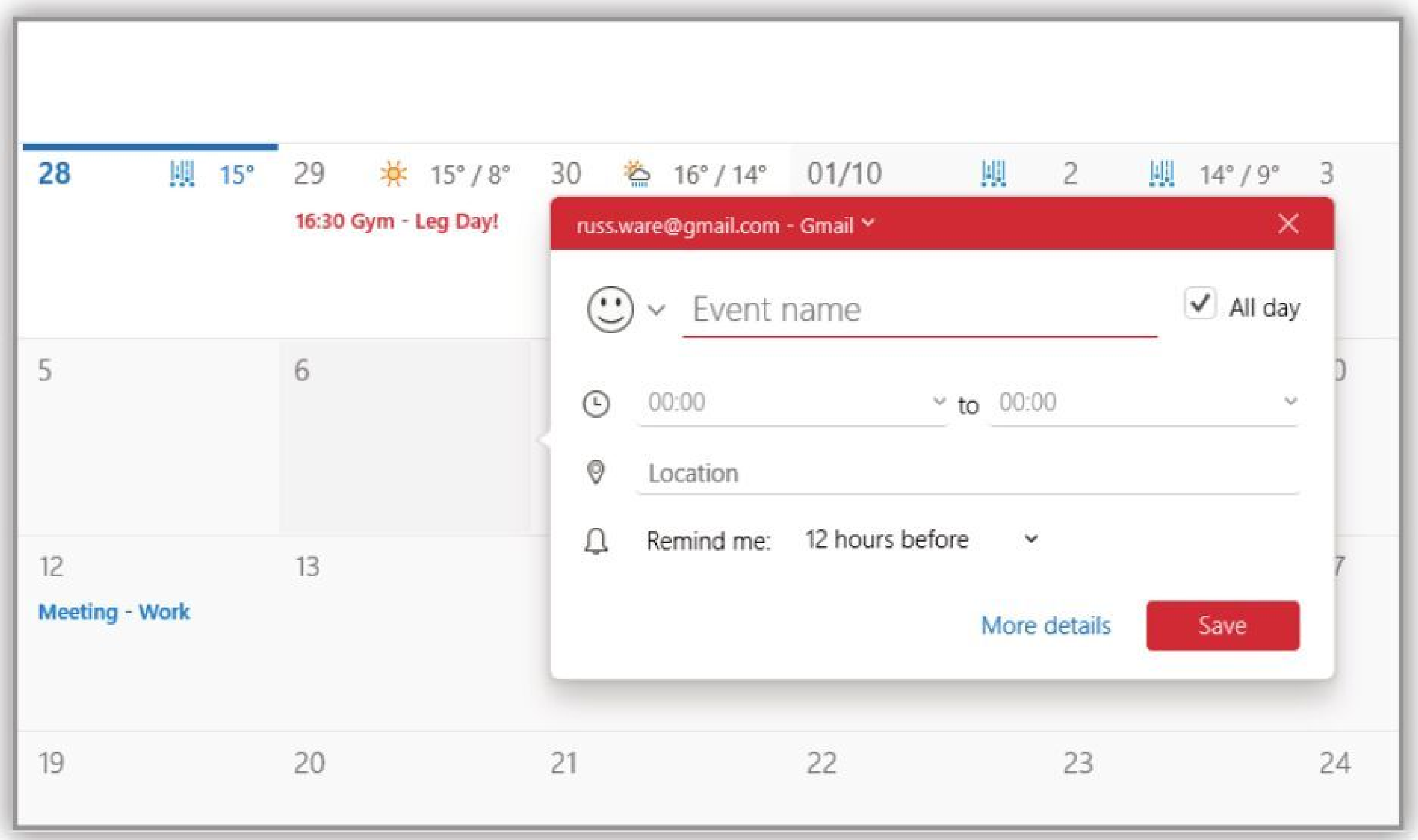
Step 1 The default view when opening the Calendar is the month view. You can switch to the different views (Day, Week, Month and Year) using the buttons along the top of the calendar. There is also a button here to take the view back to the current day, if you have been browsing future or past months.


Today
Day
Week
Month
Year
Friday
Saturday
Sunday
16° / 14°
01/10
2
14° / 9°
3
8
9
10

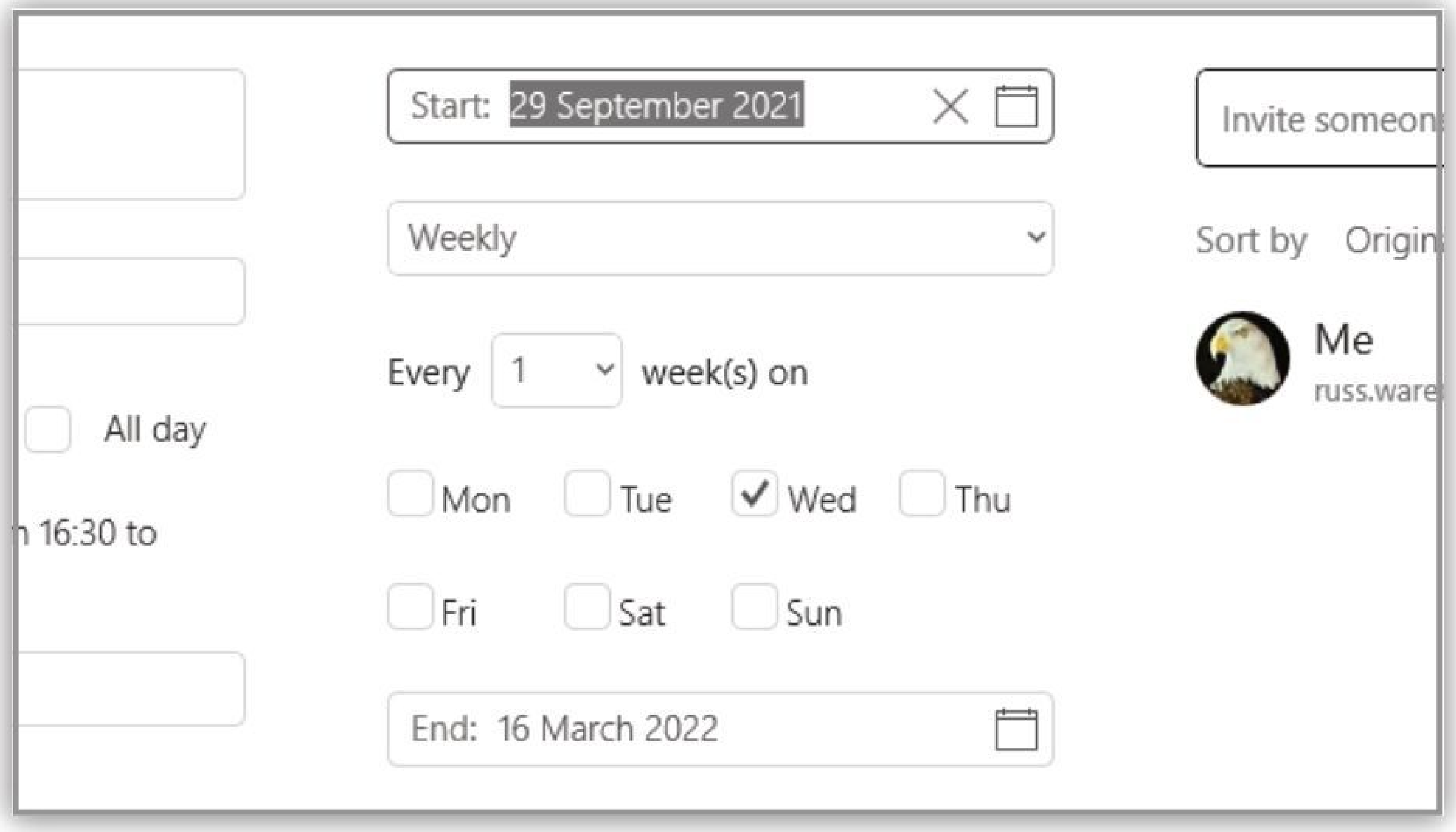
Step 2 Click the New Event button in the top left. Add the name of the event, a location should you wish to, plus start and end dates and times. You're also able to invite people by email using the field on the right-hand side. This will then insert the event into their calendar as well.


Show as: Out of office
Reminder: 15 minutes
Gym - Leg Day!
russ.ware@gmail.com - Gmail
Start: 29 September 2021 16:30
End: 29 September 2021 17:00
Sort by Original order
Home
Save
Delete
Repeat
Details
People
Location
Event description
Invite someone
Gmail
russ.ware@gmail.com - Gmail
Writings and Stuff - Gmail
Work Schedule - Gmail
Deadlines - Gmail
Me
russ.ware@gmail.com

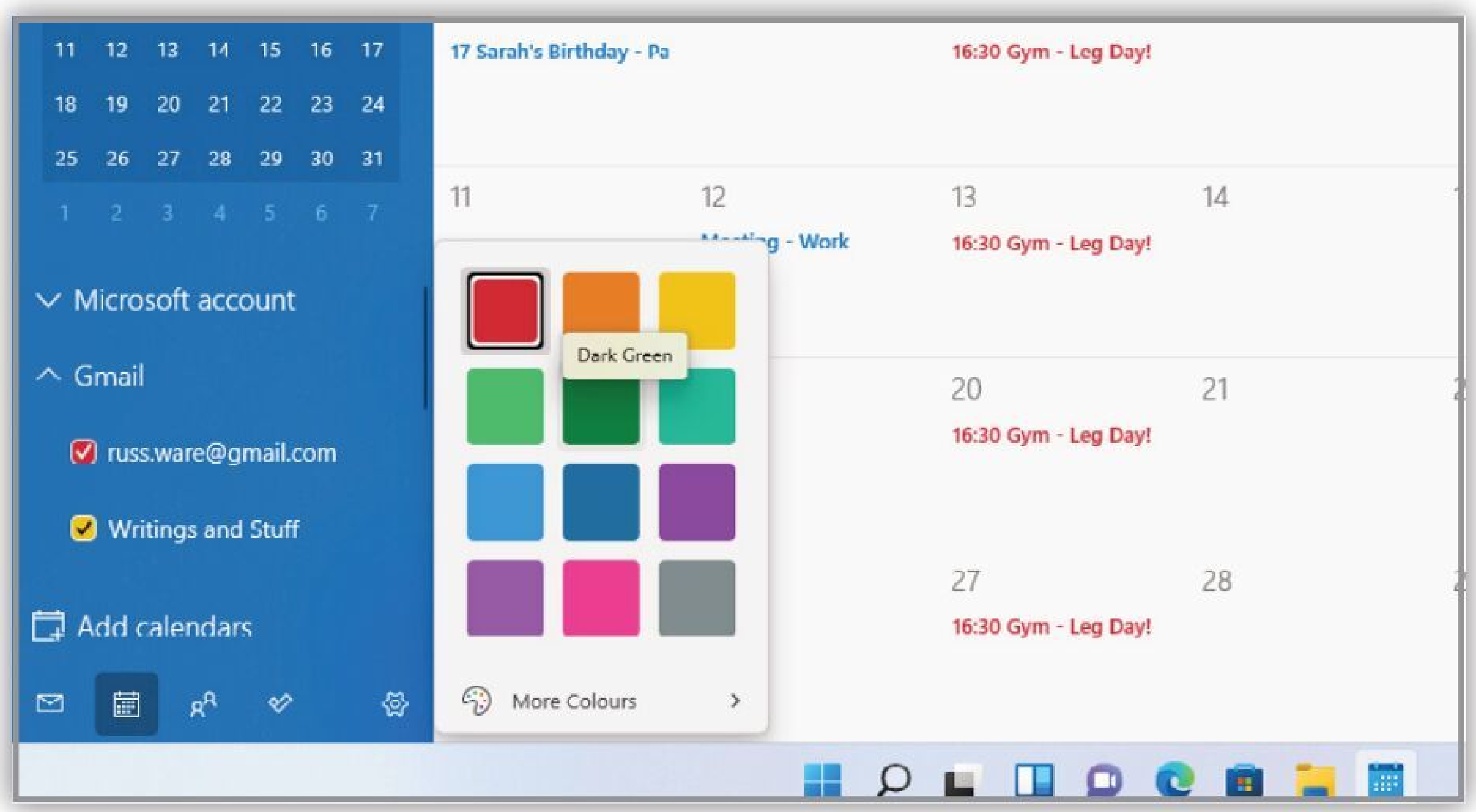
Step 3 You can also add events by clicking on the relevant date block (or time block in Day view), and then adding the event details in the quick event pop-up box. If you want to see the full, new event screen at this point, you can click the "More details" link in the quick event box.


16:30 Gym - Leg Day!
Meeting - Work
russ.ware@gmail.com - Gmail
☑ All day
00:00 to 00:00
Remind me: 12 hours before
28
15°
29
15° / 8°
30
16° / 14°
01/10
2
14° / 9°
3
Event name
Location
More details
Save
5
6
12
13
19
20
21
22
23
24

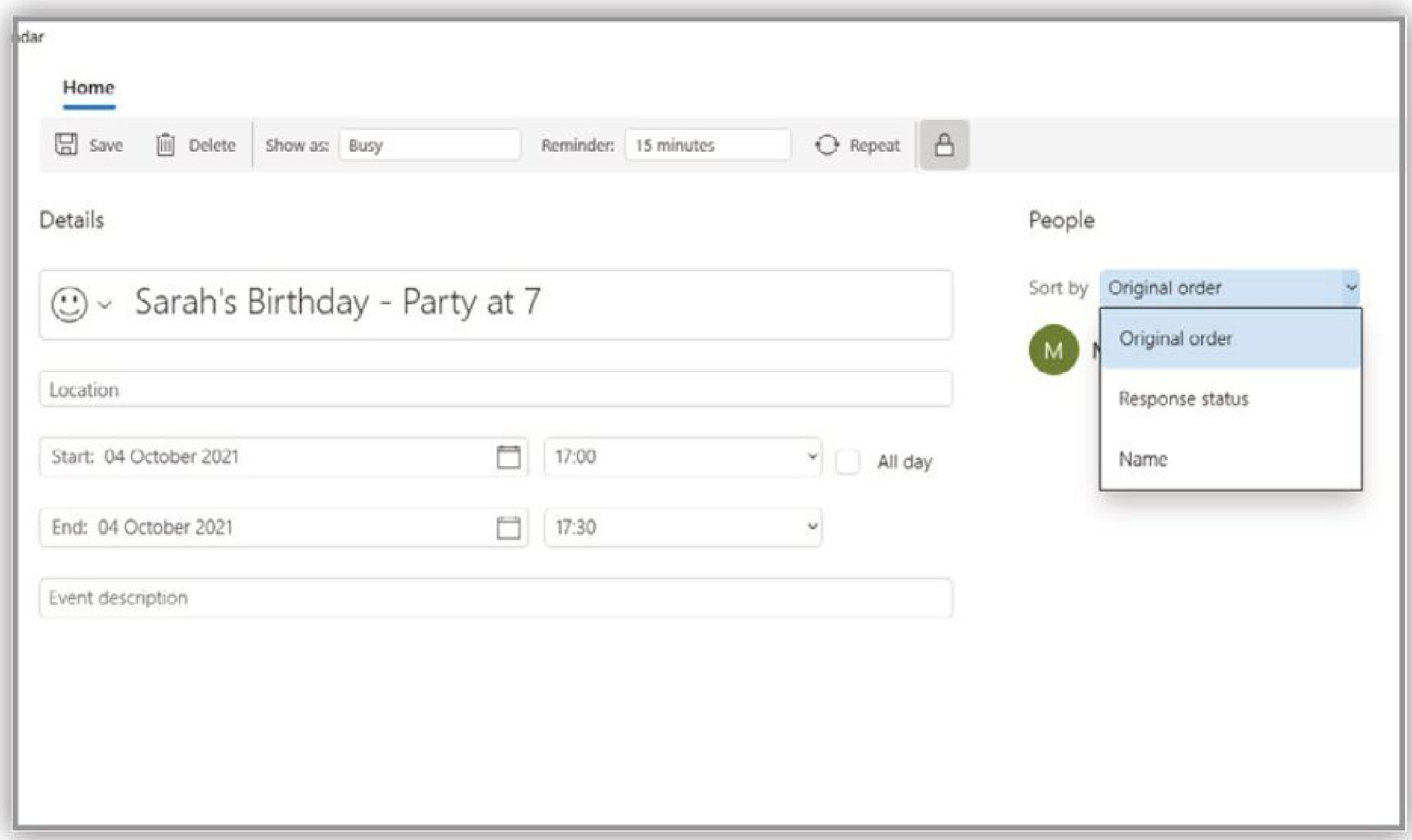
Step 4 You can also choose to set repeat events – just click the Repeat button in the toolbar when you're creating a new event. Check the days you want. You can repeat daily, weekly, monthly or yearly, depending on what you need to do. You can even set a date when the repeated events end.


Start: 29 September 2021
Weekly
Every 1 week(s) on
☐ Mon ☐ Tue ☑ Wed ☐ Thu
☐ Fri ☐ Sat ☐ Sun
End: 16 March 2022
Sort by Origin
All day
16:30 to
Invite someon
Me
russ.ware

Step 5 You're also able to assign different colours to different calendar accounts. Each calendar account you add will automatically be assigned a different colour. You can then change this assigned colour by clicking the arrow next to the calendar name and choosing from the pop out menu.


17 Sarah's Birthday - Pa
16:30 Gym - Leg Day!
Meeting - Work
Microsoft account
Gmail
russ.ware@gmail.com
Writings and Stuff
Add calendars
Dark Green
More Colours

Step 6 One of the best things about the Windows 11 Calendar app is how admirably it copes with multiple calendars. So providing they invite your account (or you invite them), you're able to easily share events with others. If you do share, you can set certain events as private, so only you see them.


Show as: Busy
Reminder: 15 minutes
Sarah's Birthday - Party at 7
Start: 04 October 2021 17:00
End: 04 October 2021 17:30
Sort by Original order
Home
Save
Delete
Repeat
Details
People
Location
All day
Event description
Original order
Response status
Name

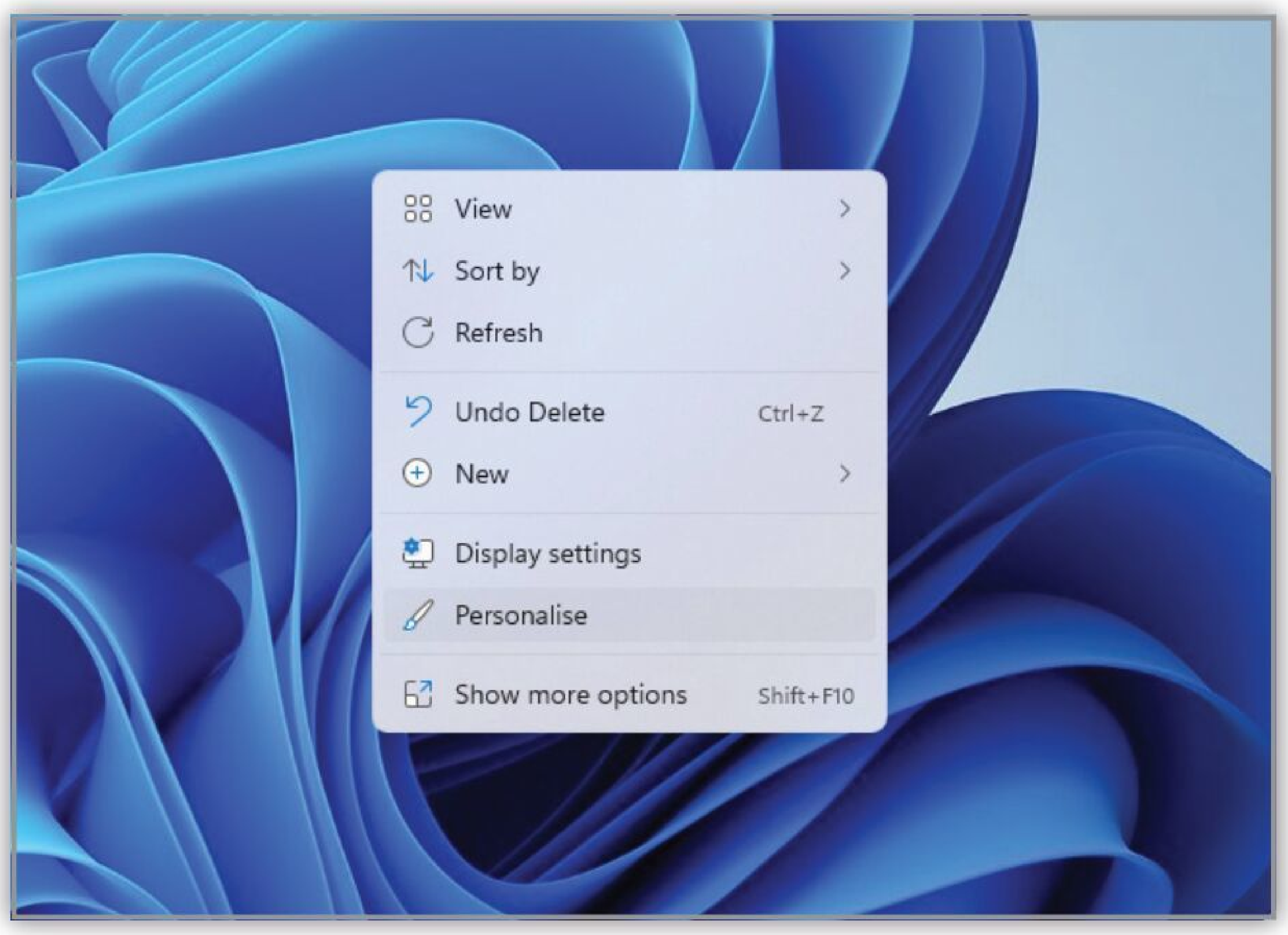
Personalising Windows 11

As with all recent versions of Windows, you can completely change the look of Windows 11 to suit your own needs or style. From the desktop wallpaper and colour theme, to the icons, taskbar and lock screen, everything can be customised and personalised.

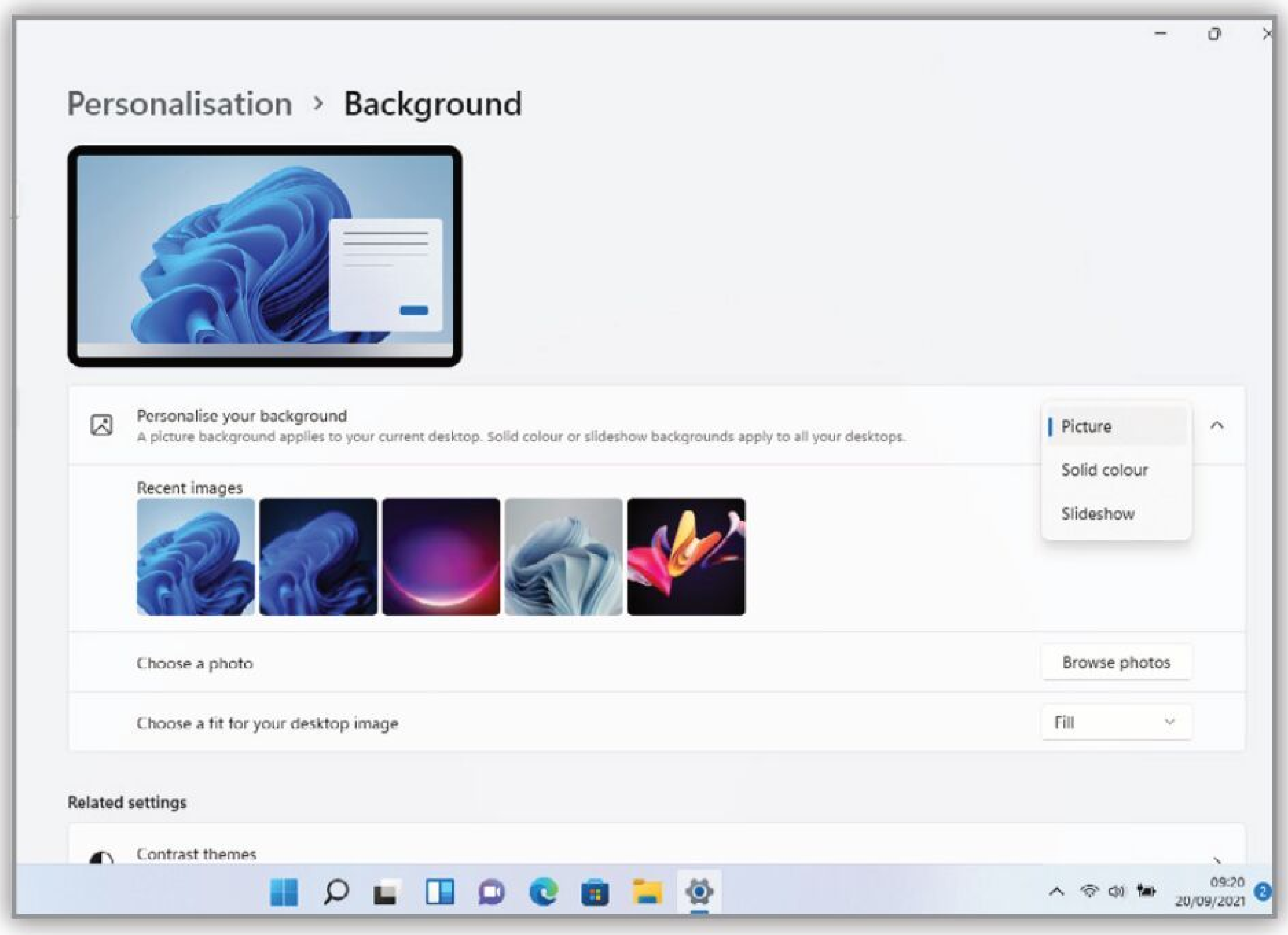
Change the Desktop Background

The desktop personalisation procedure hasn't changed much since Windows 10, so if you've used that OS before this will feel very familiar.

Step 1 You can get started with personalising the Windows 11 desktop in exactly the same way you did with Windows 10. For anyone completely new to Windows, that means right-clicking anywhere on the desktop screen and selecting Personalise from the action menu that appears.

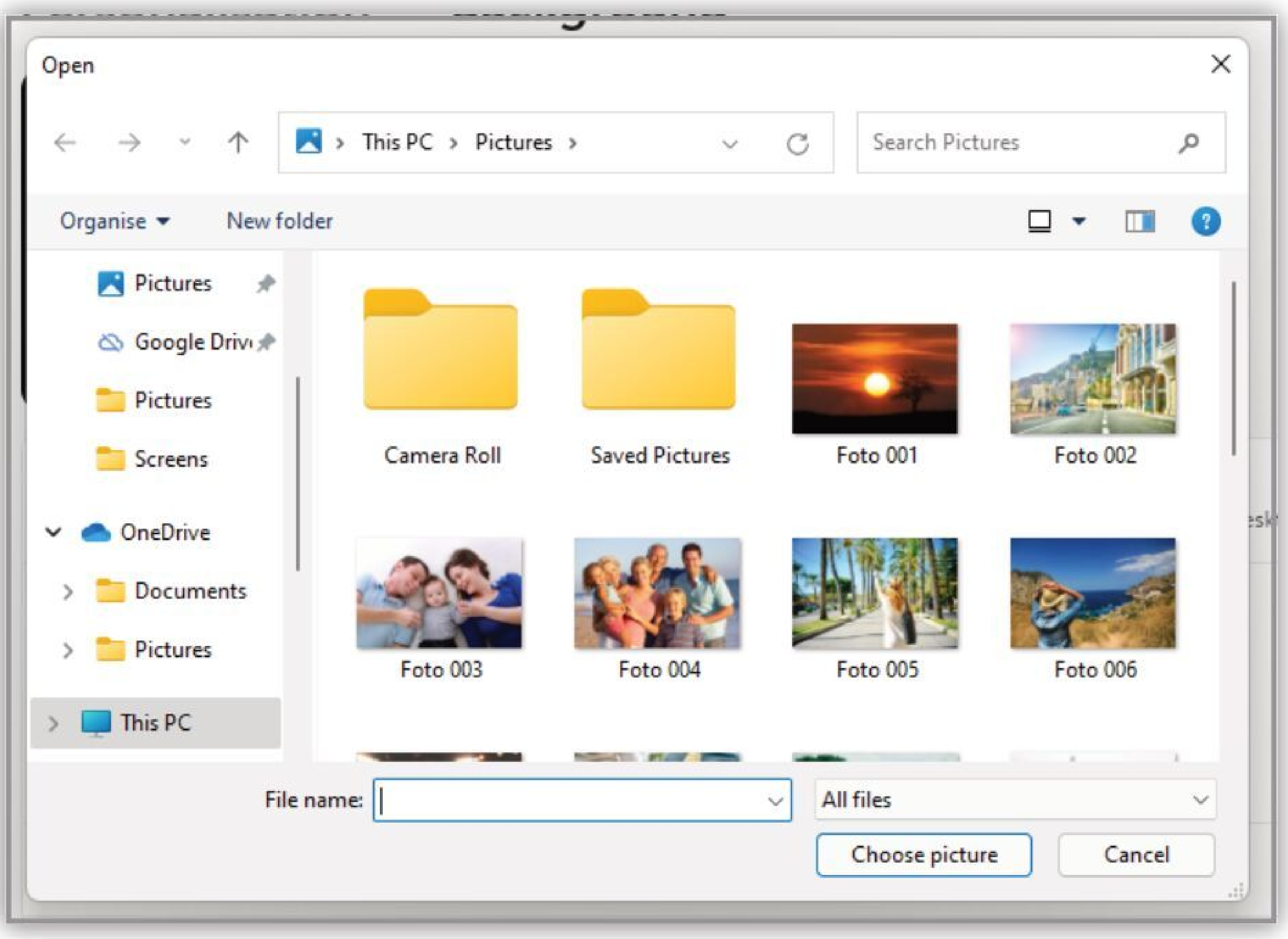

View
Sort by
Refresh
Undo Delete
Ctrl+Z
New
Display settings
Personalise
Show more options
Shift+F10

Step 2 The Background settings will be displayed first by default. Click the first drop-down menu to select whether to use the default backgrounds, solid colours or choose to display folders of your own images. Your choices here changes what is displayed in the background settings.

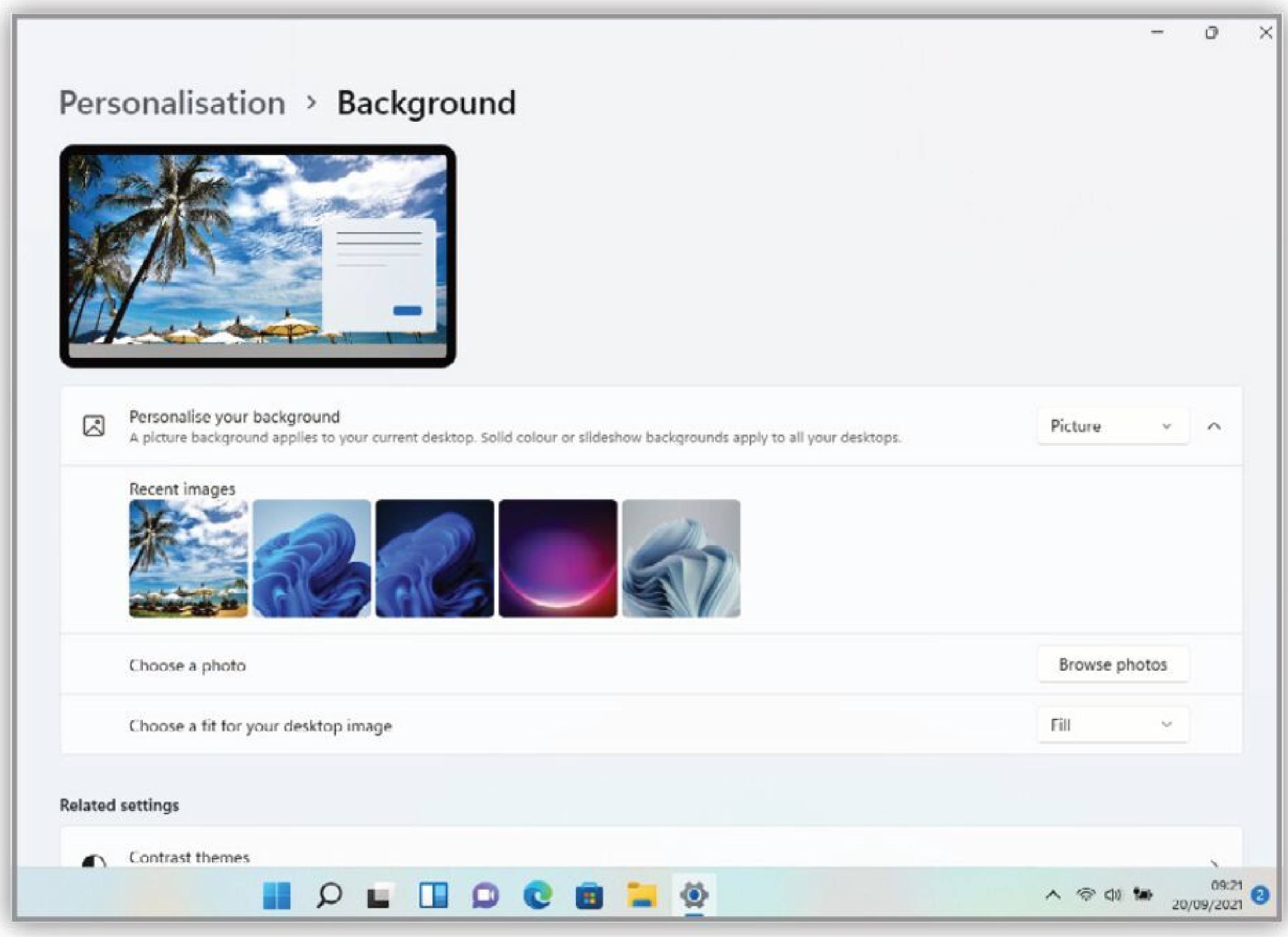

Personalise your background

A picture background applies to your current desktop. Solid colour or slideshow backgrounds apply to all your desktops.
Personalisation › Background
Picture
Solid colour
Slideshow
Recent images
Choose a photo
Browse photos
Choose a fit for your desktop image
Fill
Related settings
Contrast themes
09:20
20/09/2021

Step 3 To select your own pictures for the background, click on Browse photos in the Choose a photo section and navigate to the folder containing the images you want to use. For best results, use pictures that have the same aspect ratio (i.e. widescreen landscape), as your monitor screen.

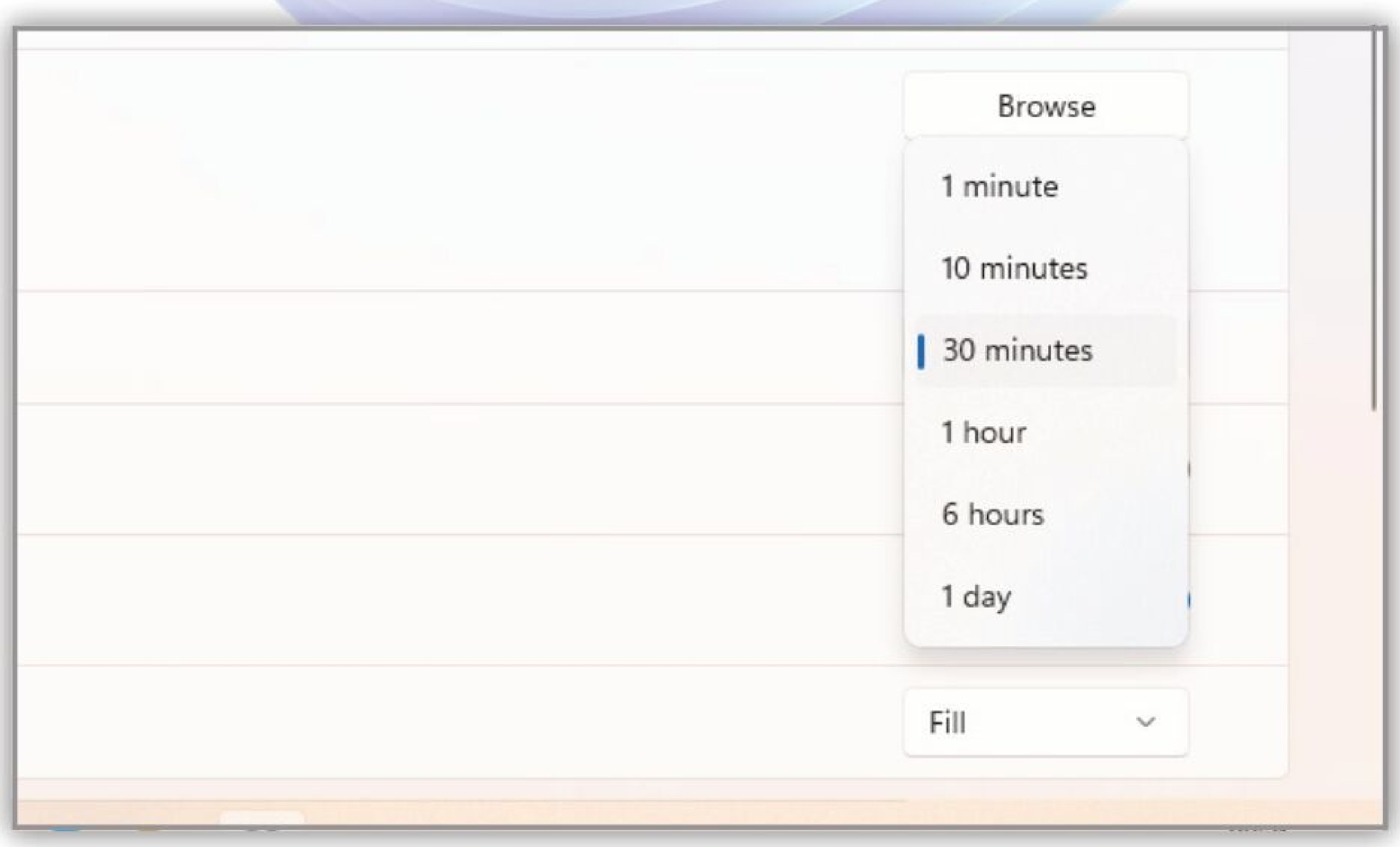

Open
This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Camera Roll
Saved Pictures
Foto 001
Foto 002
Foto 003
Foto 004
Foto 005
Foto 006
File name:
All files
Choose picture
Cancel

Step 4 To set a picture as your desktop background, simply click on it. It will instantly be set as your new desktop background image (a preview will display). The screen shows you the last five images used or you can click the Browse button to choose a new one from your folders.

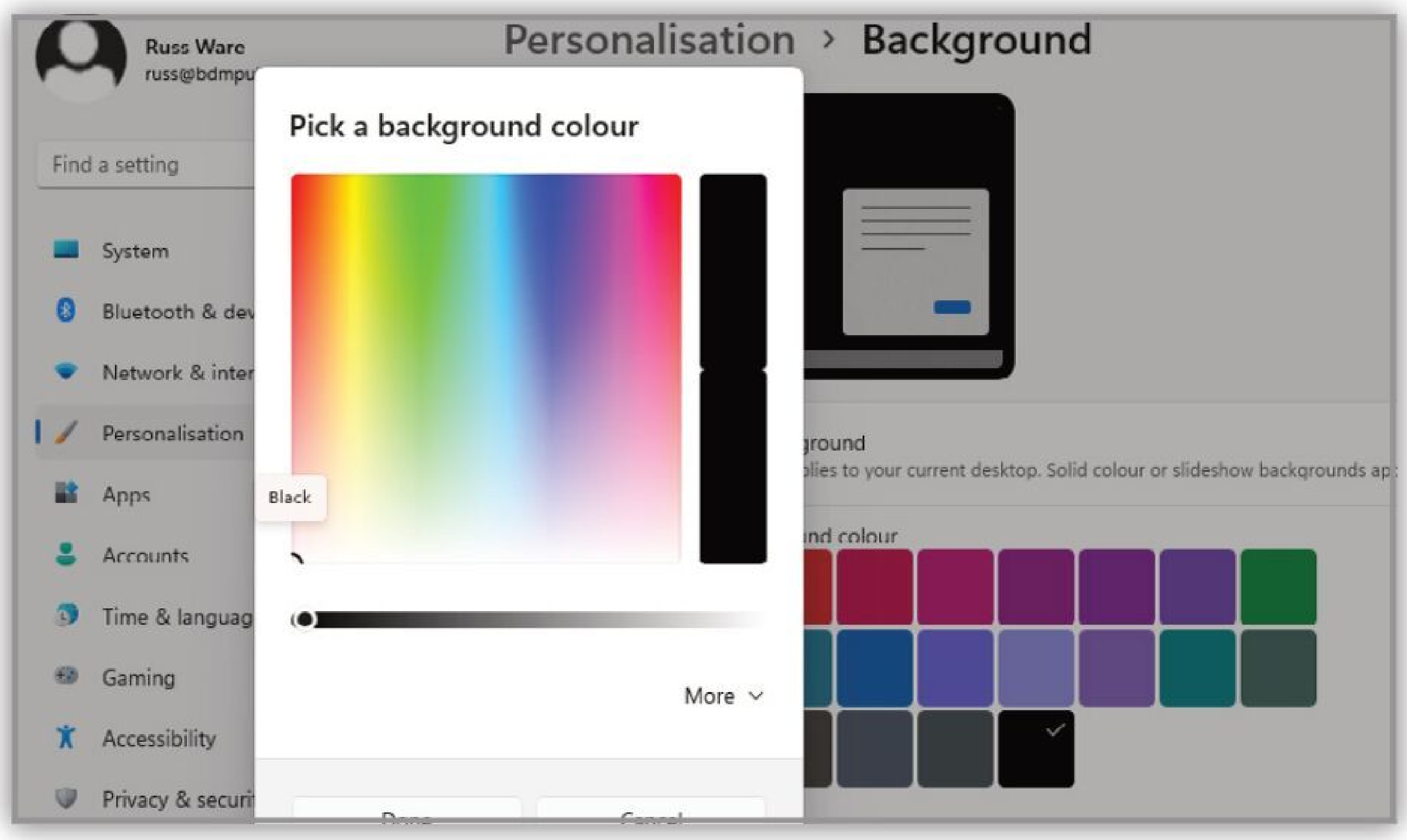

Personalise your background

A picture background applies to your current desktop. Solid colour or slideshow backgrounds apply to all your desktops.
Personalisation › Background
Picture
Recent images
Choose a photo
Browse photos
Choose a fit for your desktop image
Fill
Related settings
Contrast themes
09:21
20/09/2021

Step 5 If you opt for Slideshow, you will see some additional options to choose from. You can set the interval for the slide show from the ‘Change picture every’ menu and decide how you’d like the images to fit on the screen by clicking the ‘Choose a fit’ menu.


Browse
1 minute
10 minutes
30 minutes
1 hour
6 hours
1 day
Fill

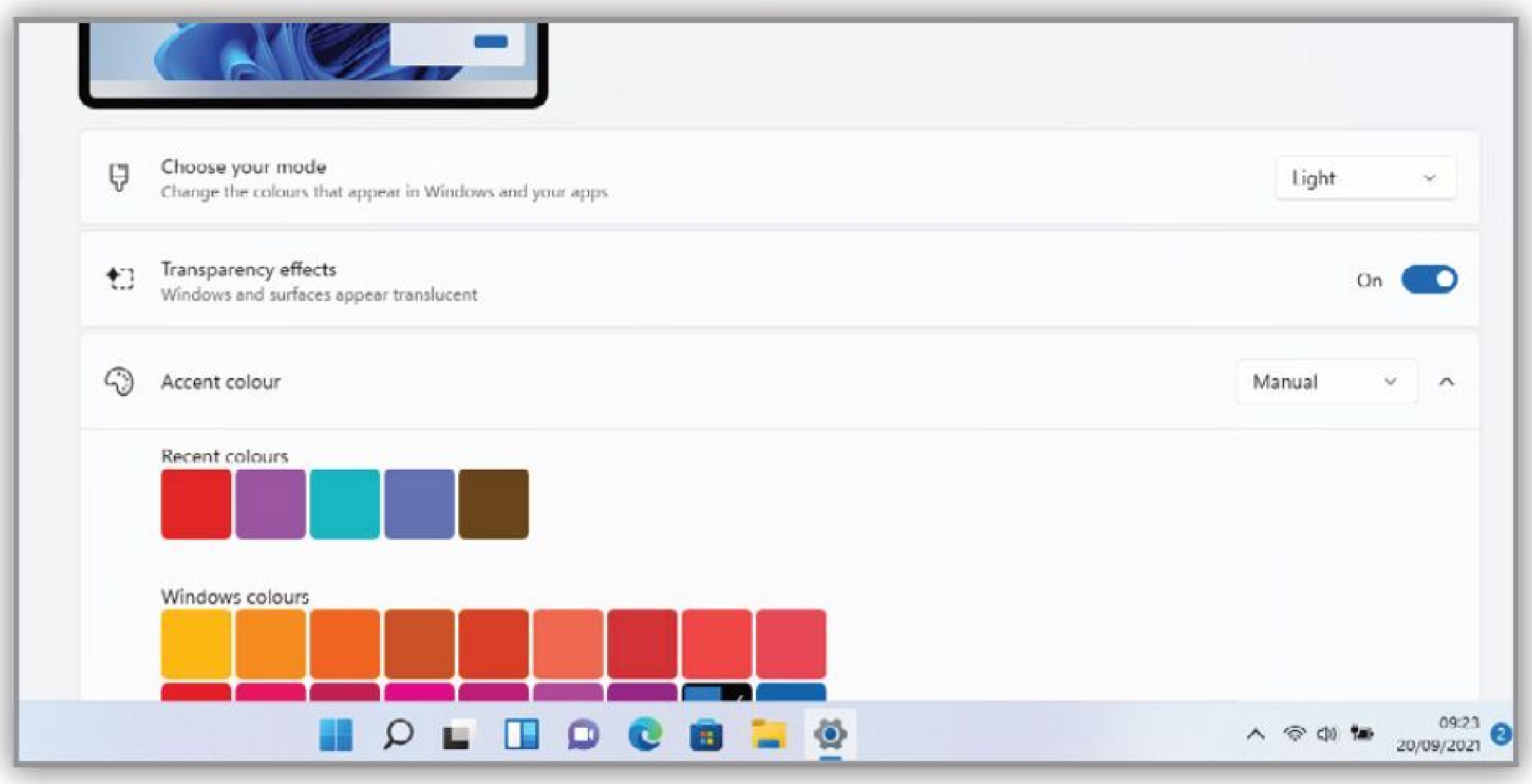
Step 6 If you choose to set your desktop background as a solid colour, you will see a grid of about 25 colours that you can choose from. If you want to use a colour not shown in the grid, click on the View colours option and use the colour picker to select the exact colour you want to apply.


Russ Ware
russ@bdmpu
Personalisation › Background
Find a setting
System
Bluetooth & dev
Network & inter
Personalisation
Apps
Accounts
Time & languag
Gaming
Accessibility
Privacy & securi
Pick a background colour
Black
More
ground
plies to your current desktop. Solid colour or slideshow backgrounds ap
nd colour

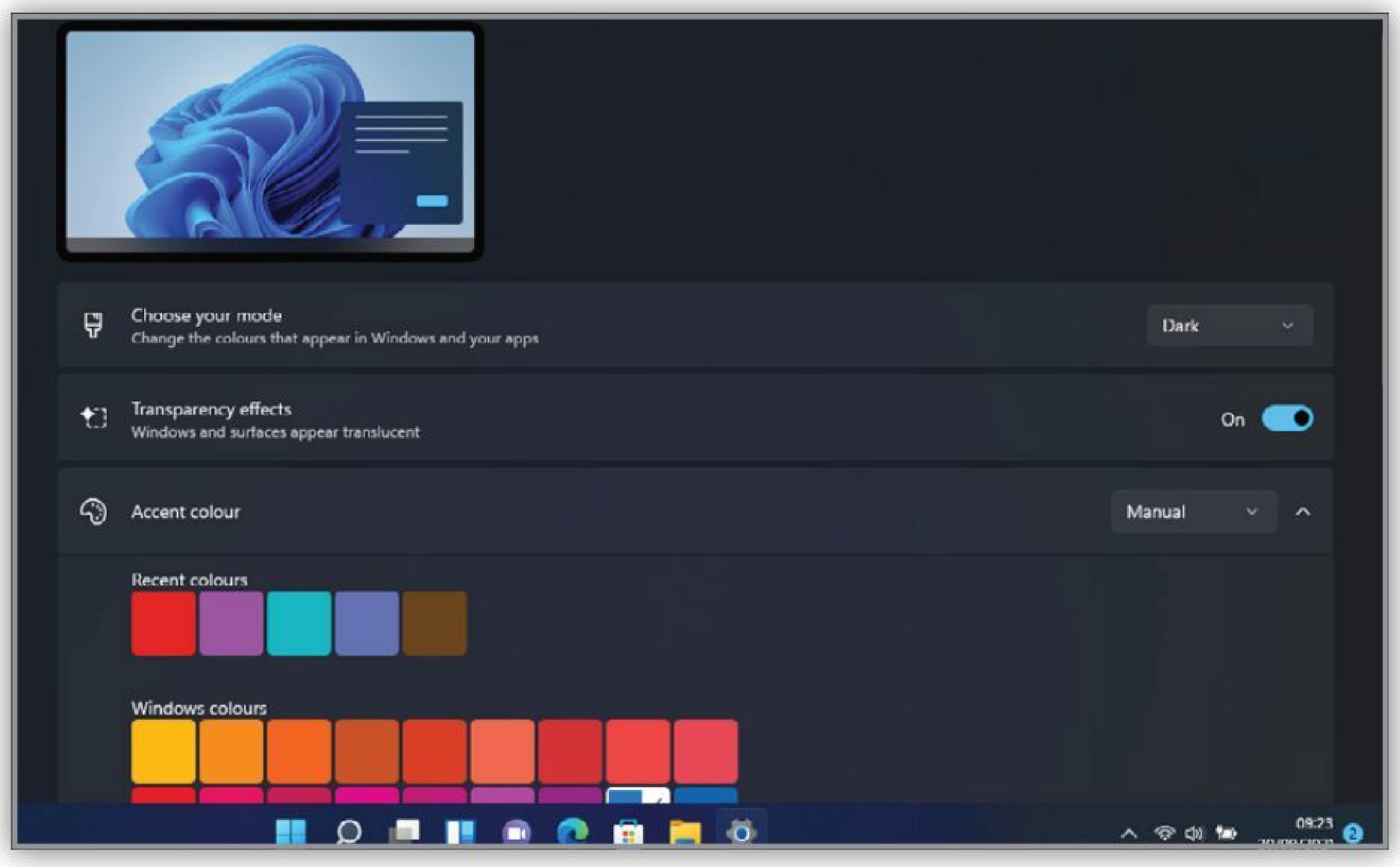
Setting Accent Colours

By accent colours we mean the colour of the taskbar, the Start menu and the frames of new windows and so on, that you open on your computer.

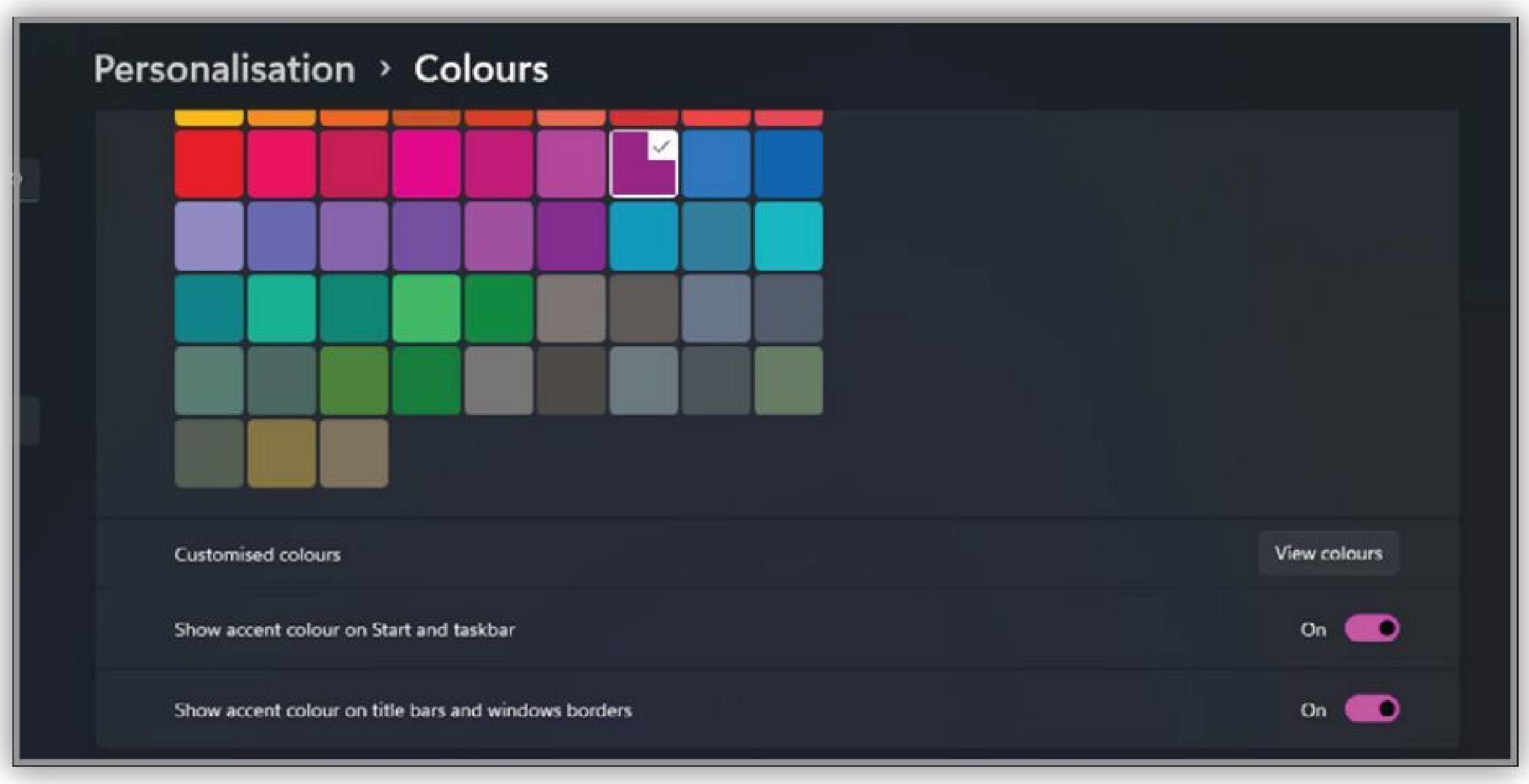
Step 1 Aside from the desktop background, you can also change the colour of the taskbar and the Start menu and other system components. Click on the Colours option in the main Settings sidebar. Here you will see several colour control options, including the option to choose light or dark mode.


Choose your mode — Change the colours that appear in Windows and your apps — Light
Transparency effects — Windows and surfaces appear translucent — On
Accent colour — Manual
Recent colours
Windows colours
09:23
20/09/2021

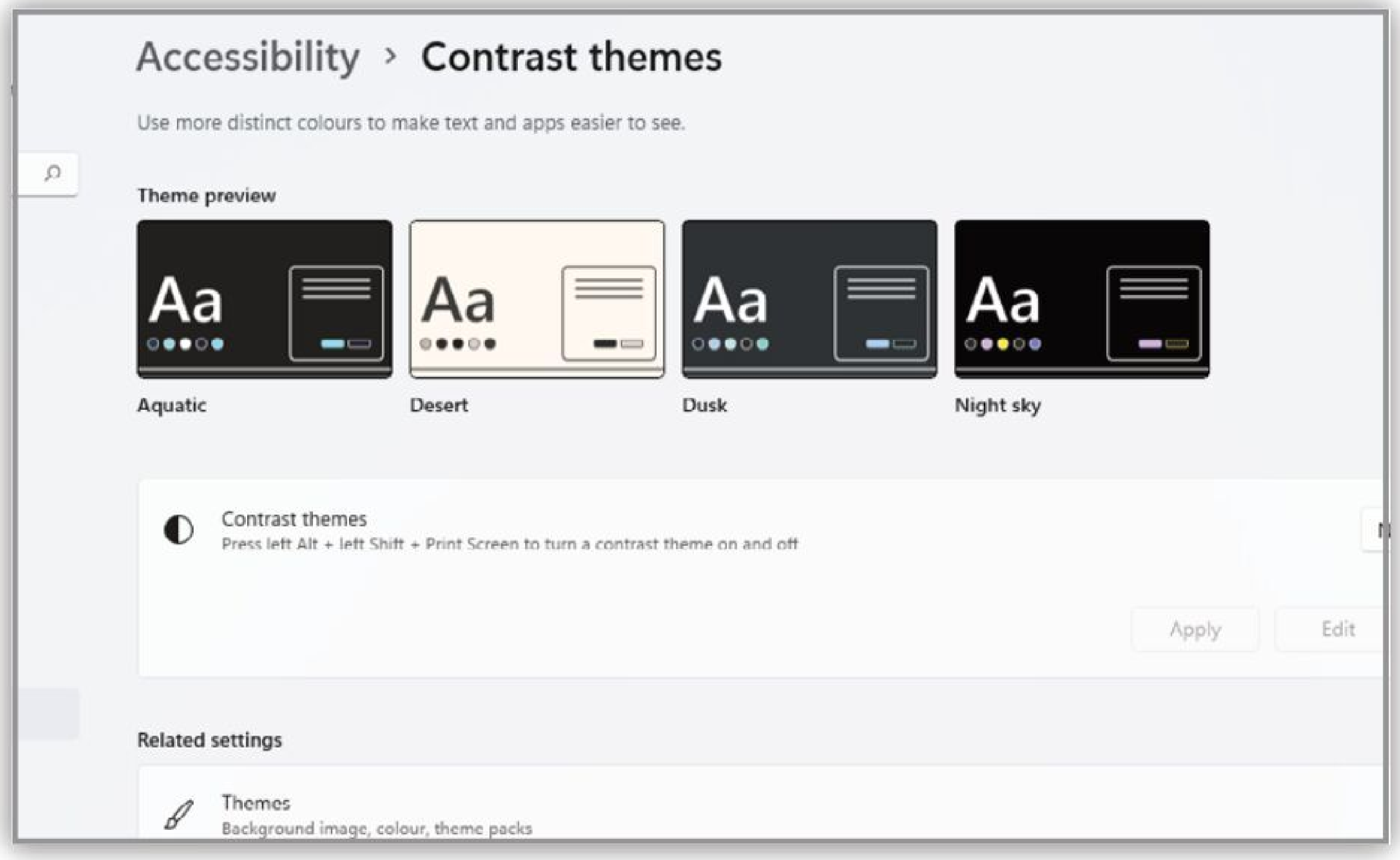
Step 2 Light mode is the default that Windows 11 is set to when installed. Select Dark mode to see an immediate and obvious change. Dark mode affects most menus like the taskbar, Start menu and folders etc. The third option is Custom, which lets you choose light/dark modes separately for system and apps.


Choose your mode — Change the colours that appear in Windows and your apps — Dark
Transparency effects — Windows and surfaces appear translucent — On
Accent colour — Manual
Recent colours
Windows colours
09:23

Step 3 To apply a colour other than light or dark to the taskbar, Start menu and other accents, you need to first select Dark mode, then select a colour from the grid of colours and then select the option below that to “Show accent colour on Start and Taskbar”. You can also apply it to title bars and borders.


Personalisation › Colours
Customised colours
View colours
Show accent colour on Start and taskbar — On
Show accent colour on title bars and windows borders — On

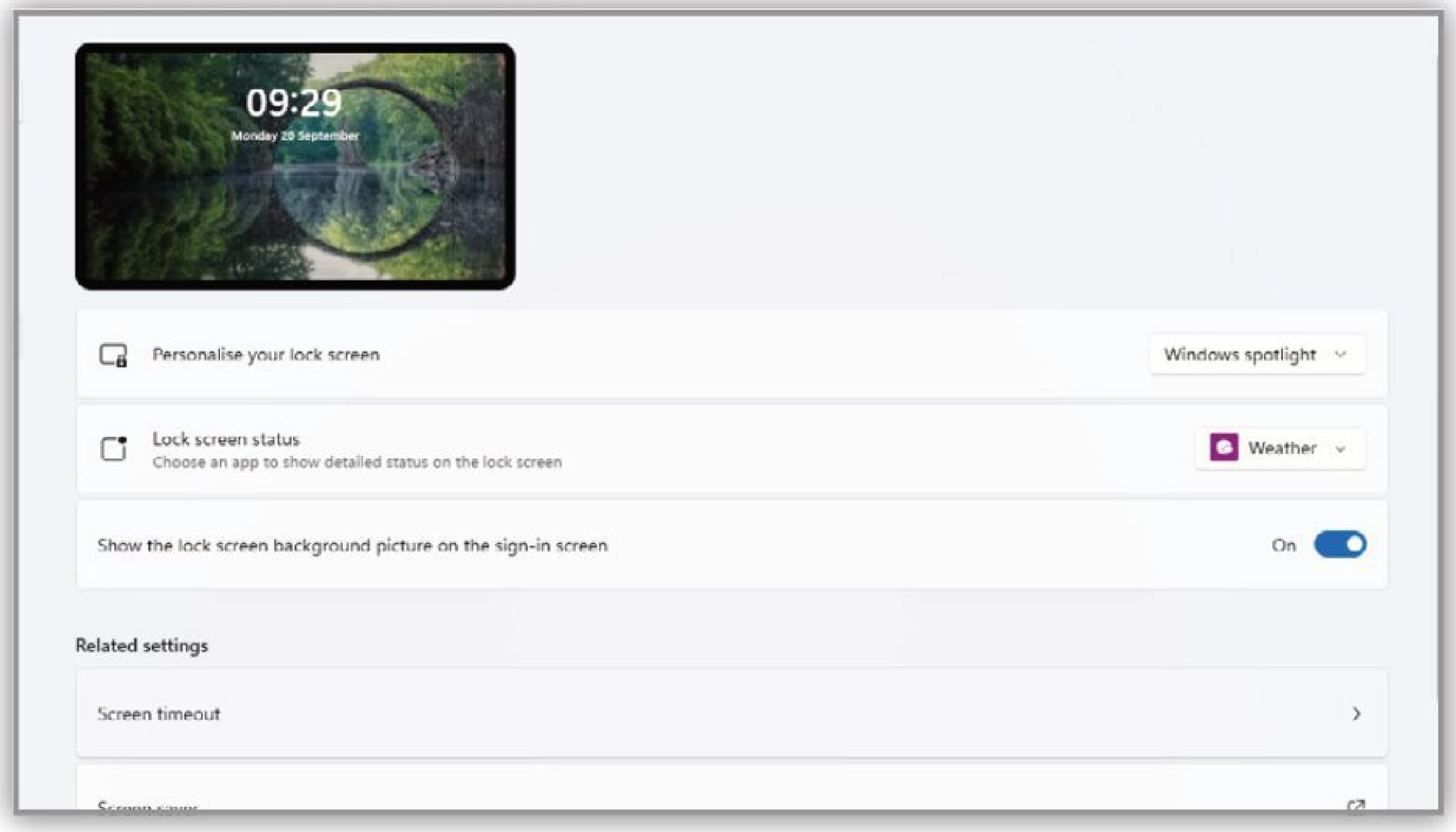
Step 4 If you need to set the colour scheme to high contrast (if, for example, you have a vision impairment), you can access several preset colour themes from the Colours menu. You will see a preview of the different themes, and can then apply the one you like from the drop-down menu.


Accessibility › Contrast themes
Use more distinct colours to make text and apps easier to see.
Theme preview
Aa
Aquatic
Aa
Desert
Aa
Dusk
Aa
Night sky
Contrast themes
Press left Alt + left Shift + Print Screen to turn a contrast theme on and off
Apply
Edit
Related settings
Themes
Background image, colour, theme packs

Lock Screen Customisation

The lock screen is another simplified feature in Windows 11, but can still feature custom backgrounds with Spotlight Images, and display detailed app statuses.

Step 1 The lock screen is enabled by default (as it was in Windows 10) and displays an image and can also display information from one of the built-in Windows apps. To start customising the lock screen, open the main settings, click Personalisation and then Lock Screen.


09:29
Monday 20 September

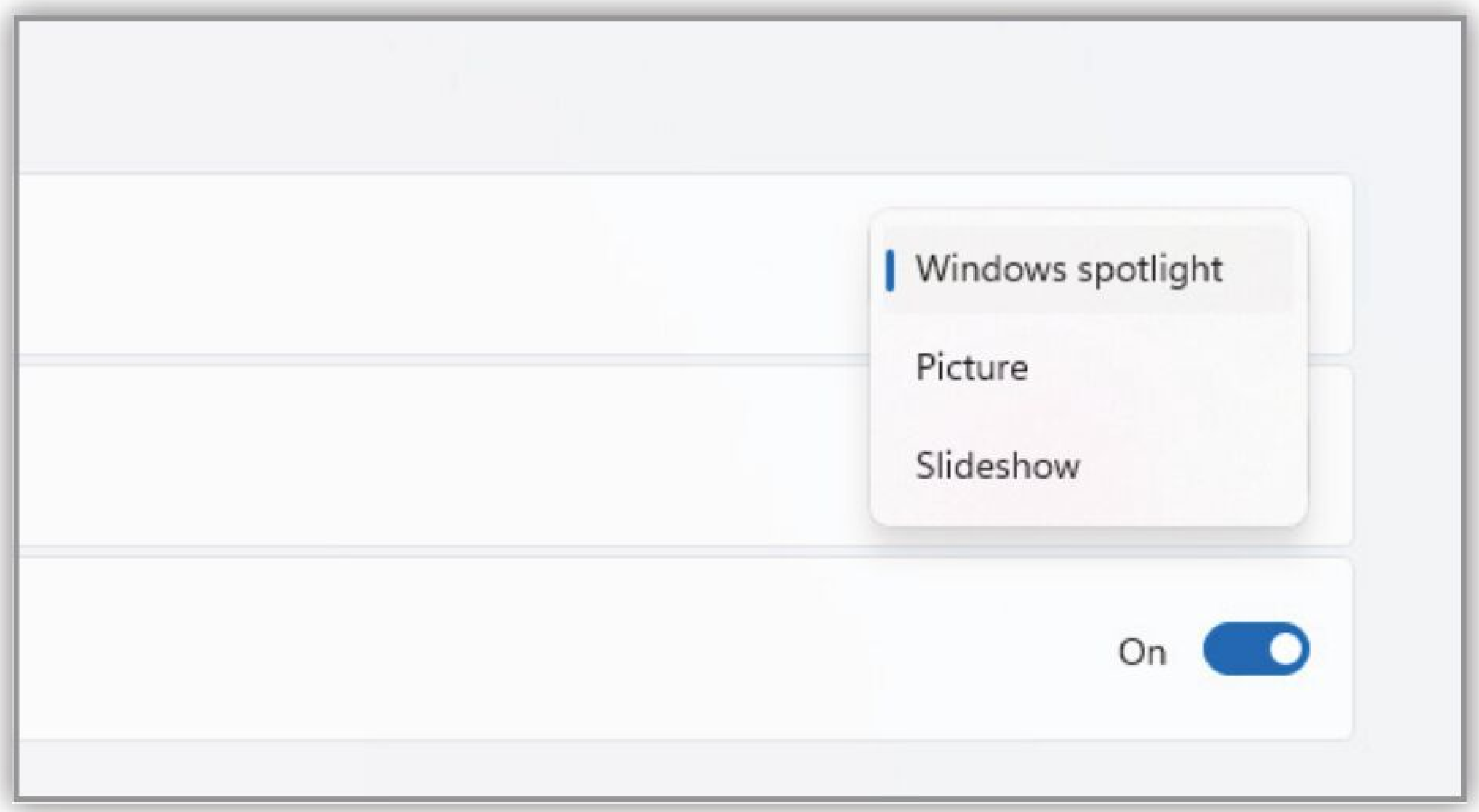
Personalise your lock screen: Windows spotlight

Lock screen status
Choose an app to show detailed status on the lock screen: Weather

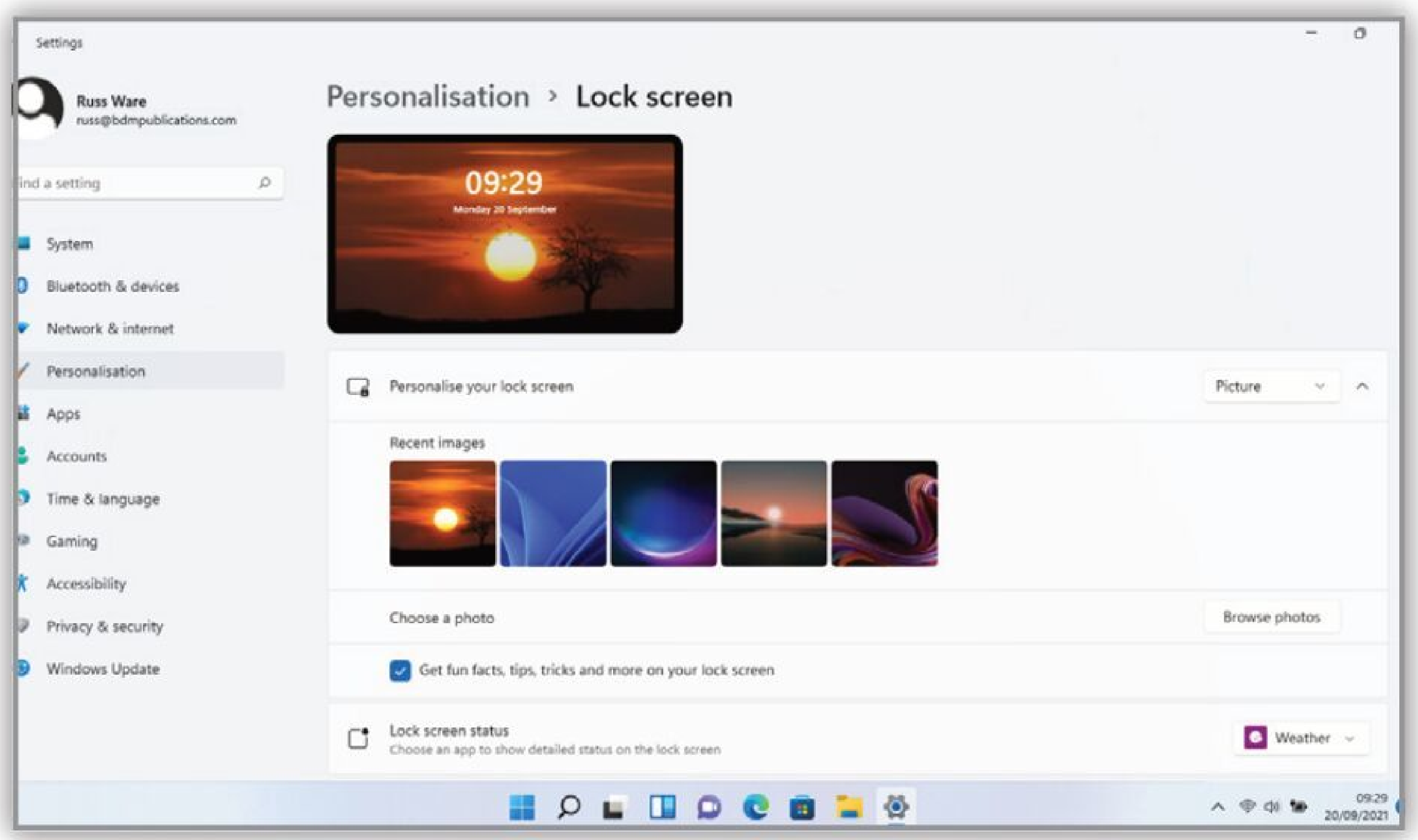
Show the lock screen background picture on the sign-in screen: On

Related settings
Screen timeout

Step 2 The first thing to choose is whether to display one of your own images, a slideshow of images or something from Windows Spotlight. If you choose either of the first two of these, more options will appear to select the images you want to use (single or multiple).


Windows spotlight
Picture
Slideshow
On

Step 3 If you choose to apply one of your images, some recently used pictures will appear, along with a link to browse your PC for more. When you select an image, it will appear in the recently used panel. You can choose to have facts, tips and tricks displayed over the image, just like with Windows Spotlight.


Settings
Russ Ware
russ@bdmpublications.com
ind a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Lock screen
09:29
Monday 20 September

Personalise your lock screen: Picture

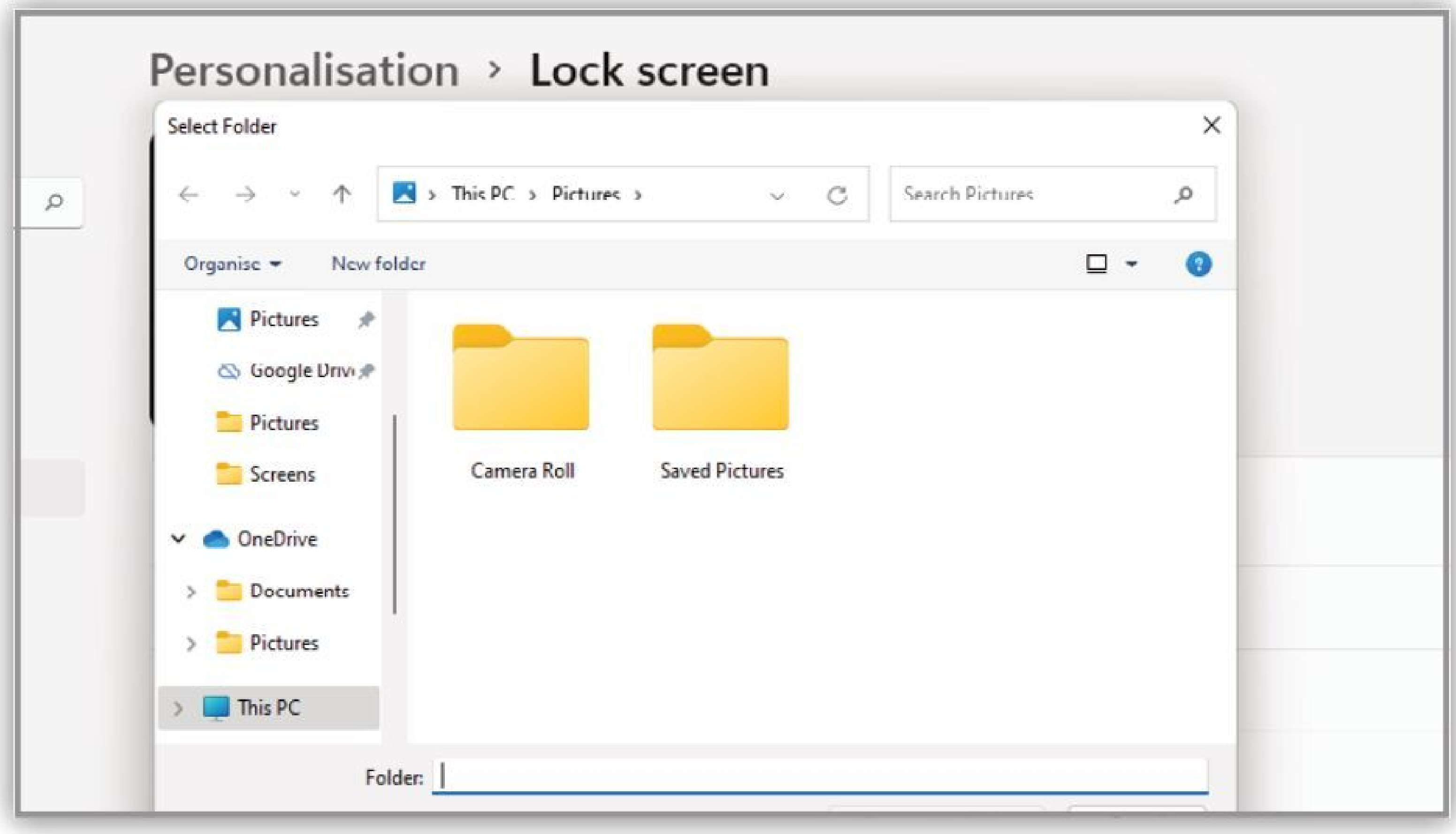
Recent images
Choose a photo
Browse photos

☑ Get fun facts, tips, tricks and more on your lock screen

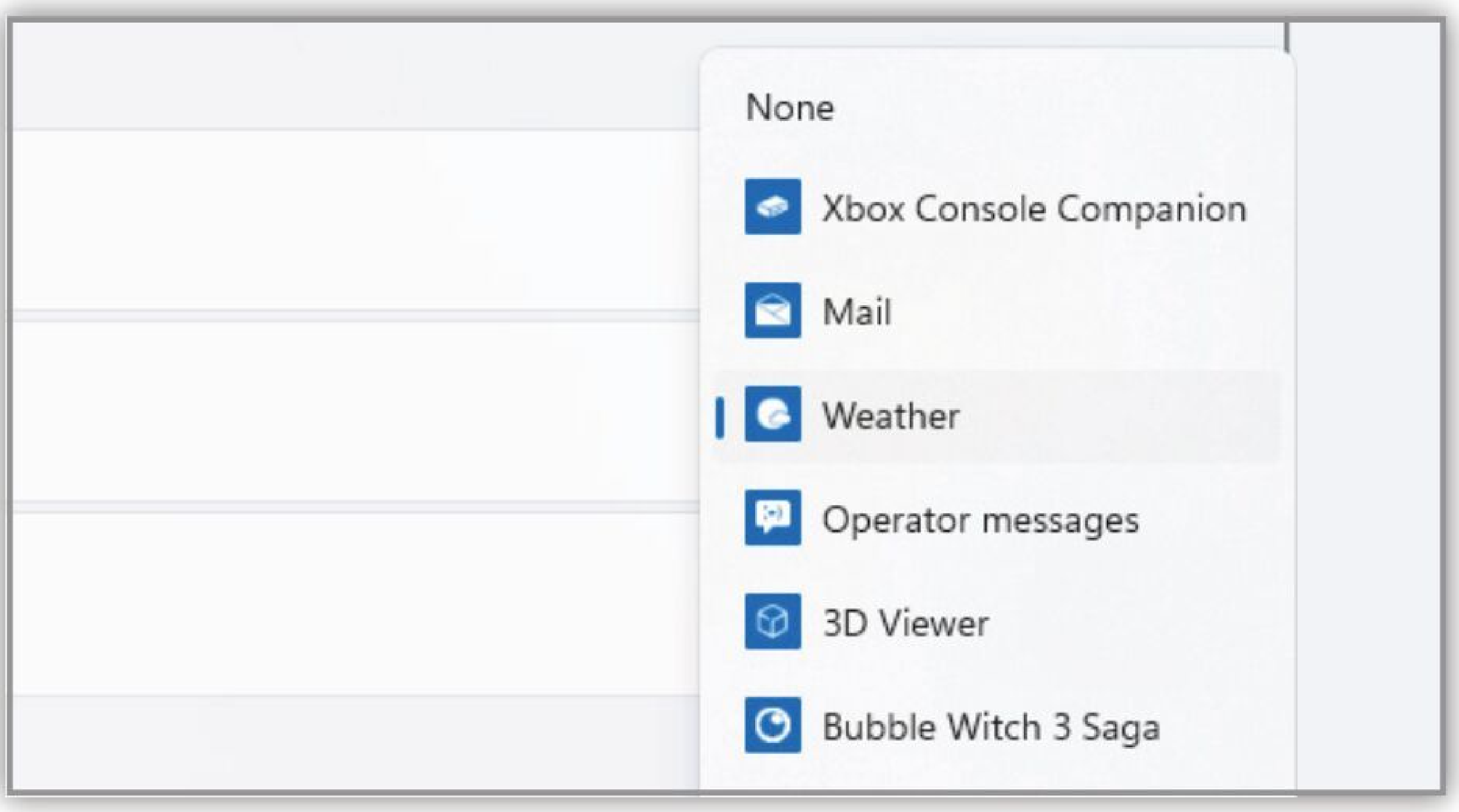
Lock screen status
Choose an app to show detailed status on the lock screen: Weather

09:29
20/09/2021

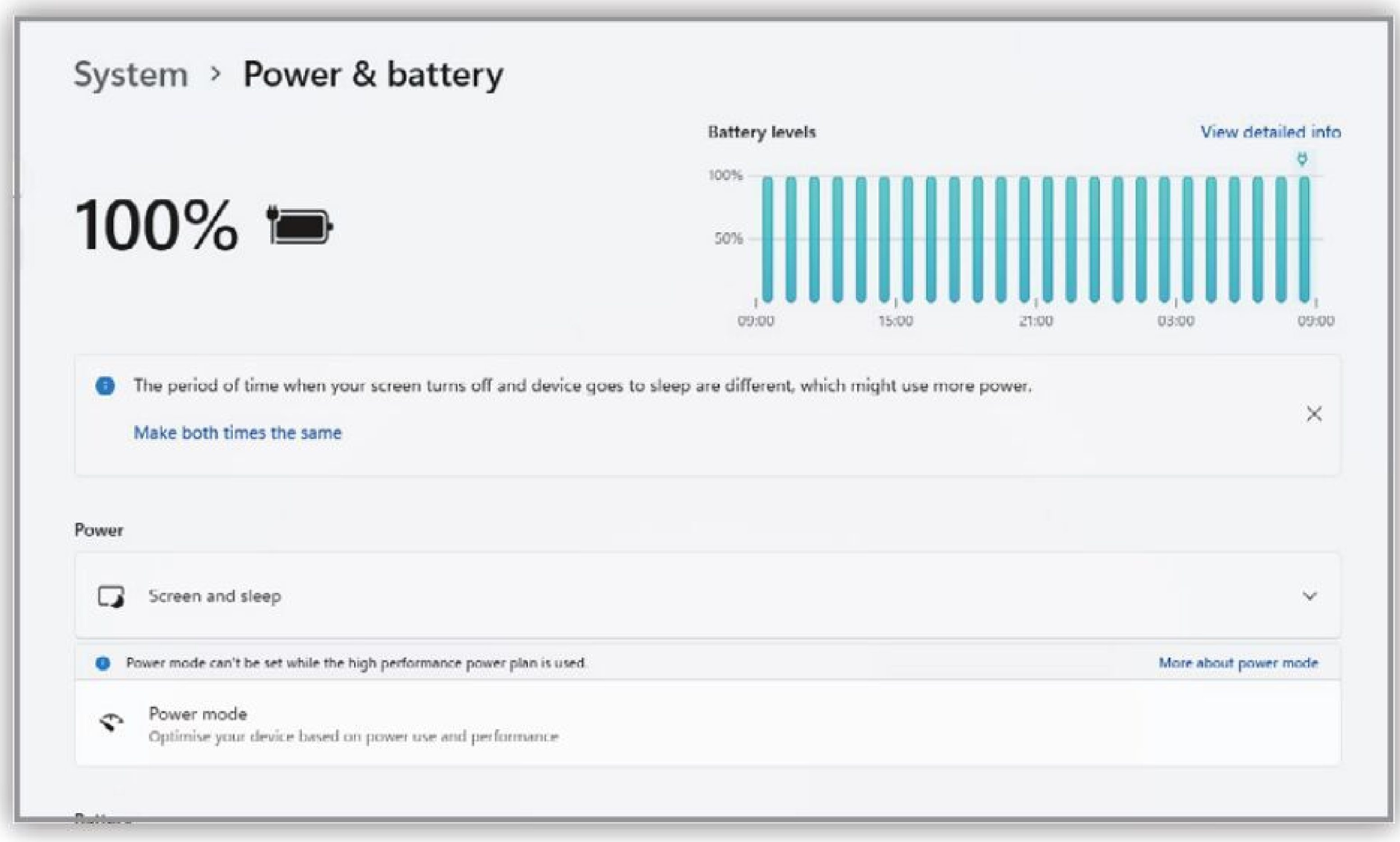
Step 4 If you choose to set the lock screen as a slideshow, you will see the option to add a folder of images rather than just one. You can use an existing folder (such as Pictures), or you can create one. There are several advanced settings for a slideshow, including only using images that fit the screen.


Personalisation › Lock screen
Select Folder
› This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Driv
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Camera Roll
Saved Pictures
Folder:

Step 5 You can add an app status to the lock screen which will show some information from the app you chose. The available apps will vary if you have removed or added some, but should include Weather, Mail, Calendar, Operator Messages and more. You can only add one app.


None
Xbox Console Companion
Mail
Weather
Operator messages
3D Viewer
Bubble Witch 3 Saga

Step 6 Also in the Lock Screen personalisation section is a Related settings section. Here you will find links to the screen timeout and screen saver settings. The settings you choose there will depend on your personal preference and also on your computer location (for security reasons).


System › Power & battery
100%
Battery levels
View detailed info
100%
50%
09:00
15:00
21:00
03:00
09:00

The period of time when your screen turns off and device goes to sleep are different, which might use more power.
Make both times the same

Power
Screen and sleep

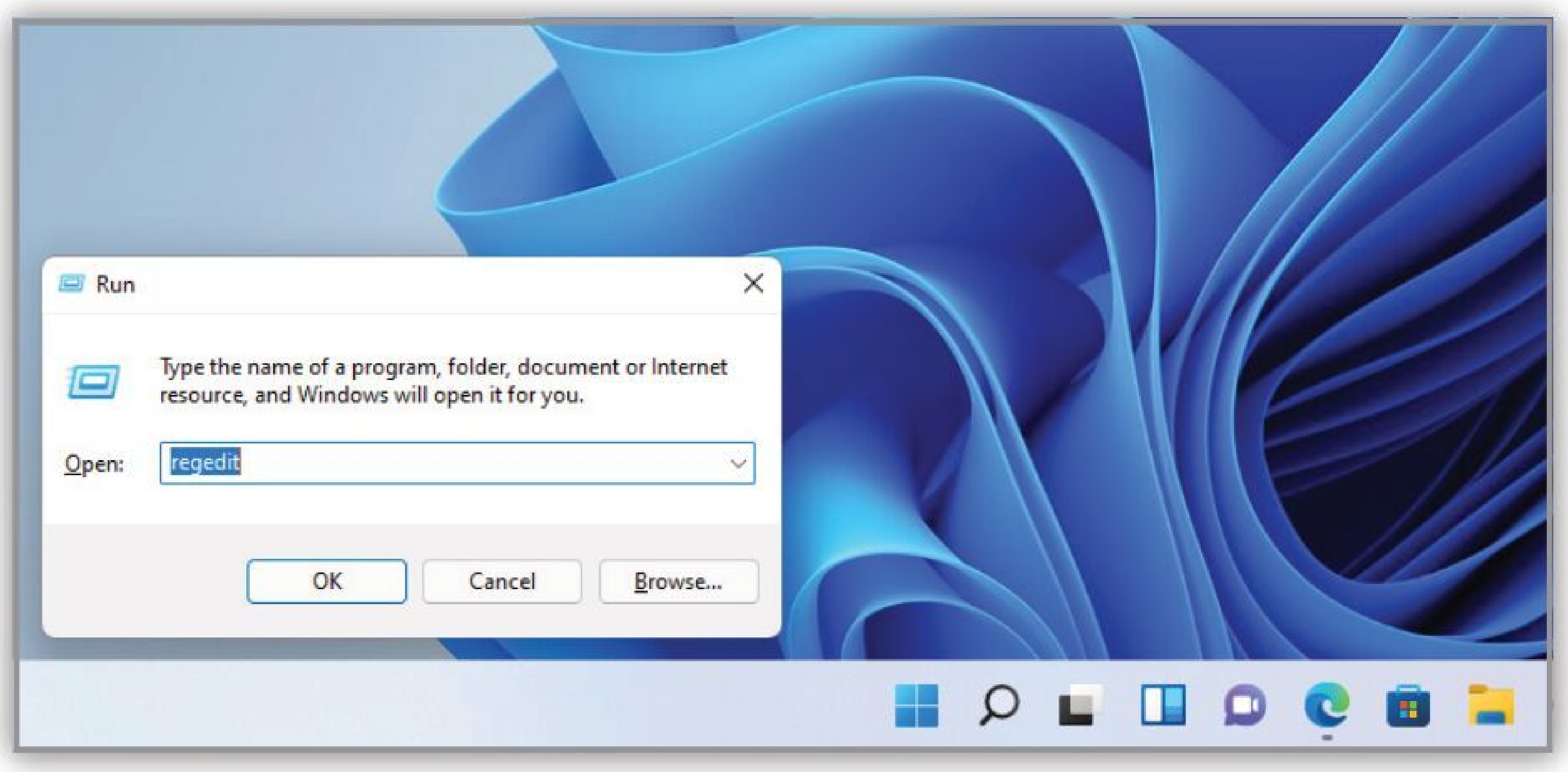
Power mode can't be set while the high performance power plan is used.
More about power mode

Power mode
Optimise your device based on power use and performance

Disable the Lock Screen

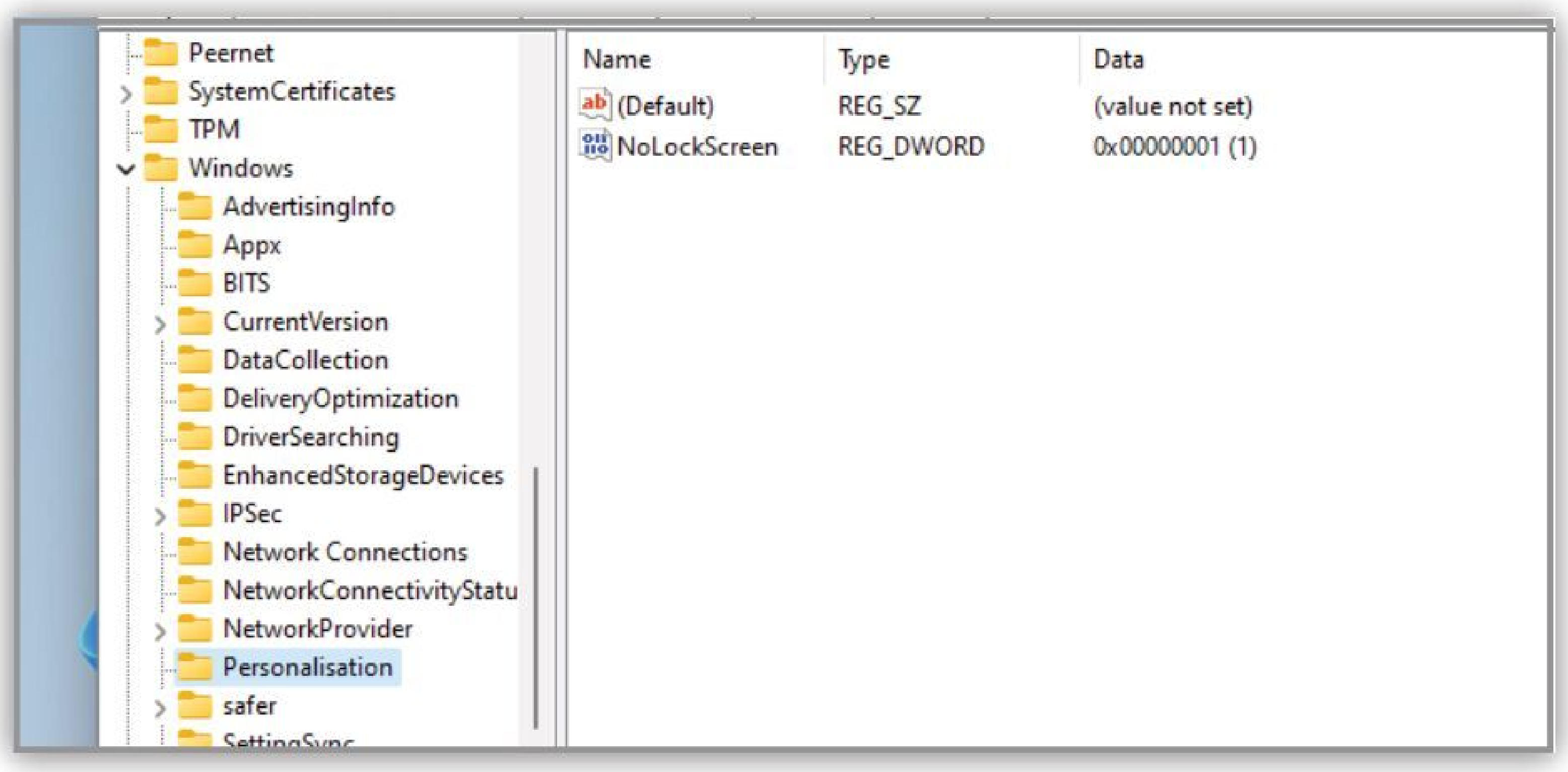
There is no setting to disable the lock screen completely but it is still possible to do so by delving into the Registry. This is fairly advanced customisation, so approach with care.

Step 1 To access the Registry, press the Windows key + R, enter regedit, and then click OK. With the Registry open, navigate to HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows\. Right-click the final Windows folder and click New > Key to proceed.


Run
Type the name of a program, folder, document or Internet resource, and Windows will open it for you.
OK
Cancel
Browse...

Open: regedit

Step 2 Name this new key “Personalisation” and then navigate inside it. Right-click inside the right-hand pane and select New > DWORD (32-bit) Value. Name it “NoLockScreen”. Then double click this new value and change the Value data to 1. Then click OK and exit the Registry Editor.

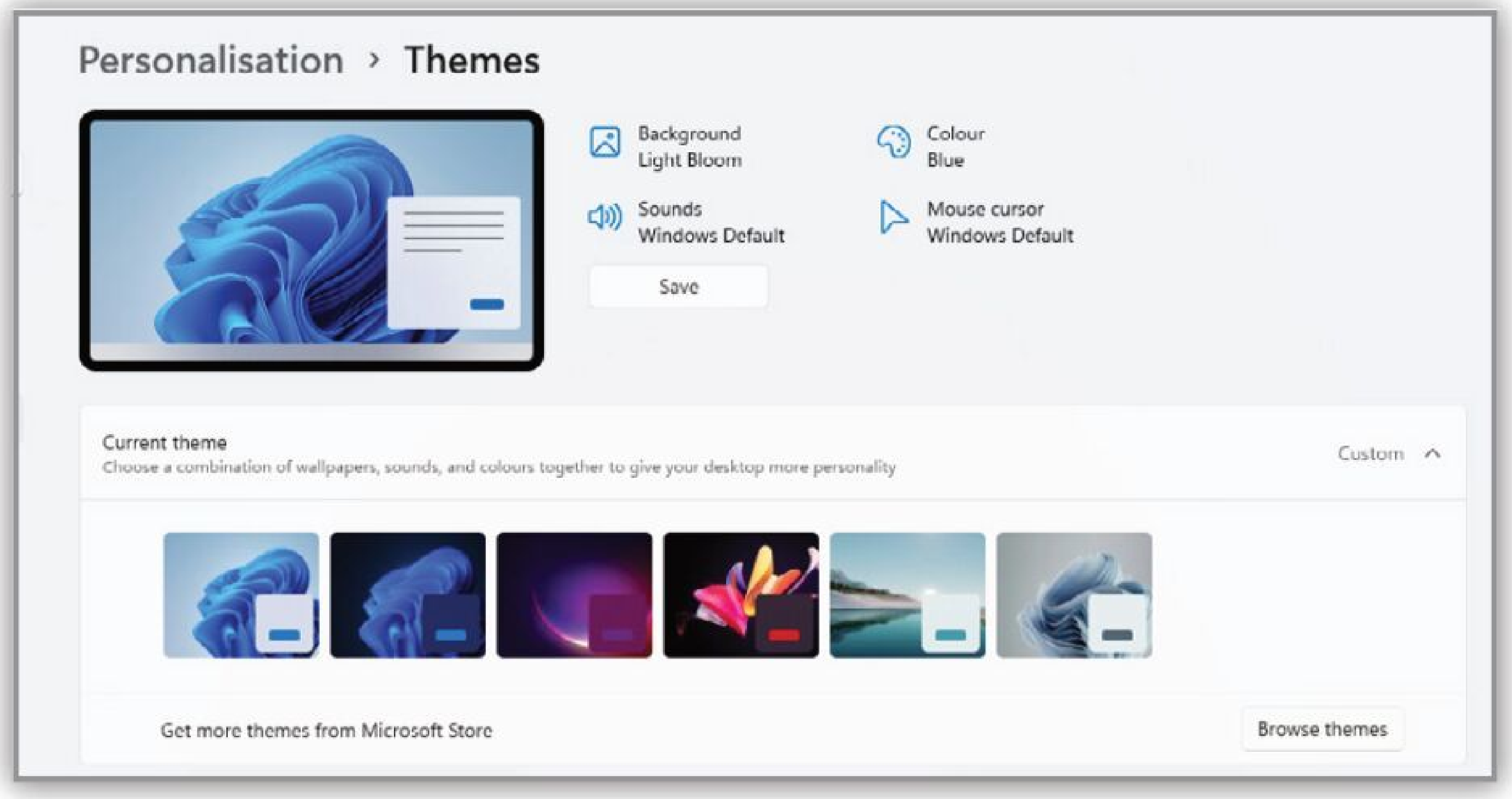

Peernet
SystemCertificates
TPM
Windows
AdvertisingInfo
Appx
BITS
CurrentVersion
DataCollection
DeliveryOptimization
DriverSearching
EnhancedStorageDevices
IPSec
Network Connections
NetworkConnectivityStatu
NetworkProvider
Personalisation
safer
SettingSync

Name	Type	Data
(Default)	REG_SZ	(value not set)
NoLockScreen	REG_DWORD	0x00000001 (1)

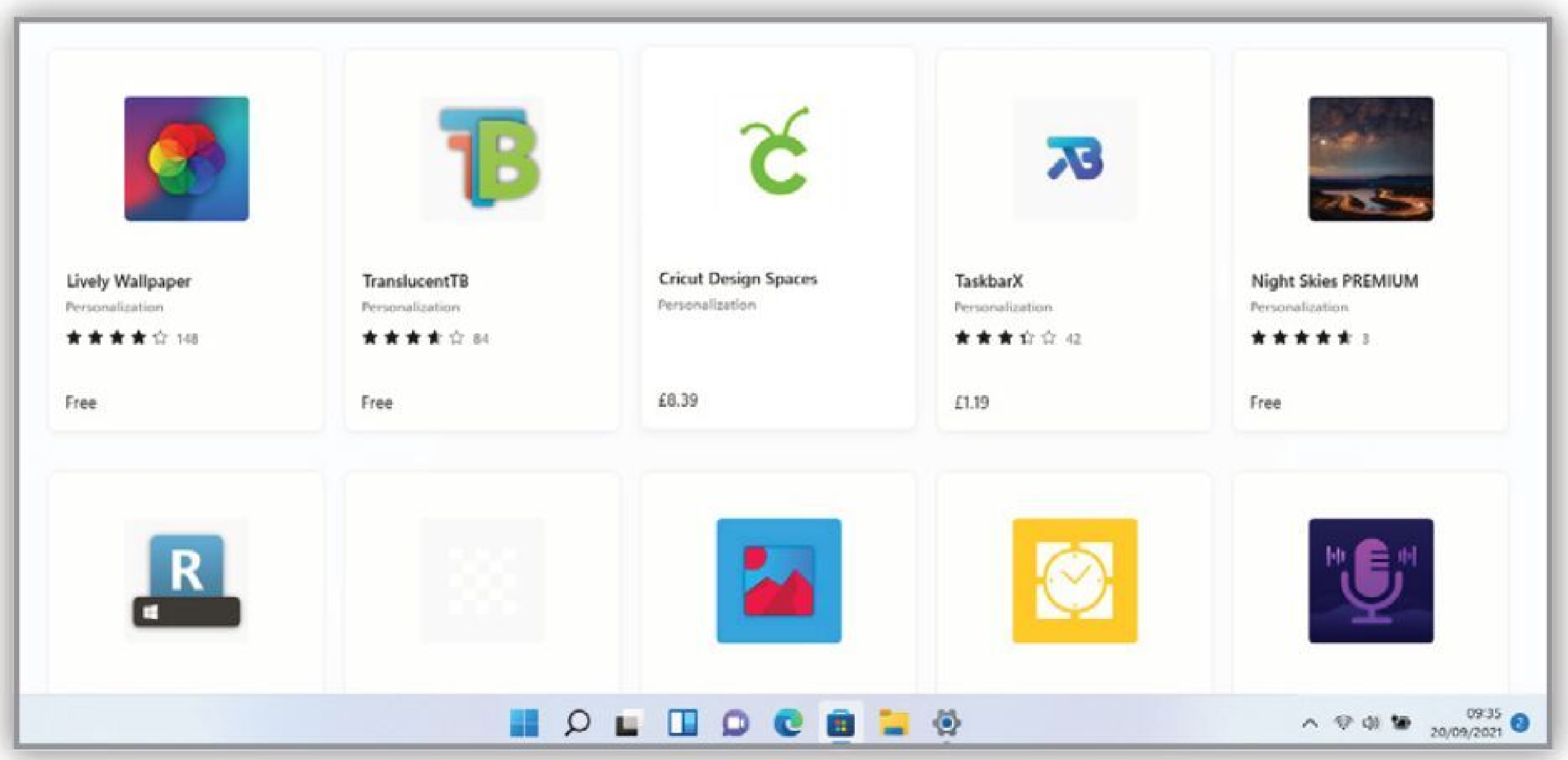
Adding New Themes

Themes in Windows 11 have now all been moved to the Microsoft Store, so you no longer have to find them elsewhere on the Internet.

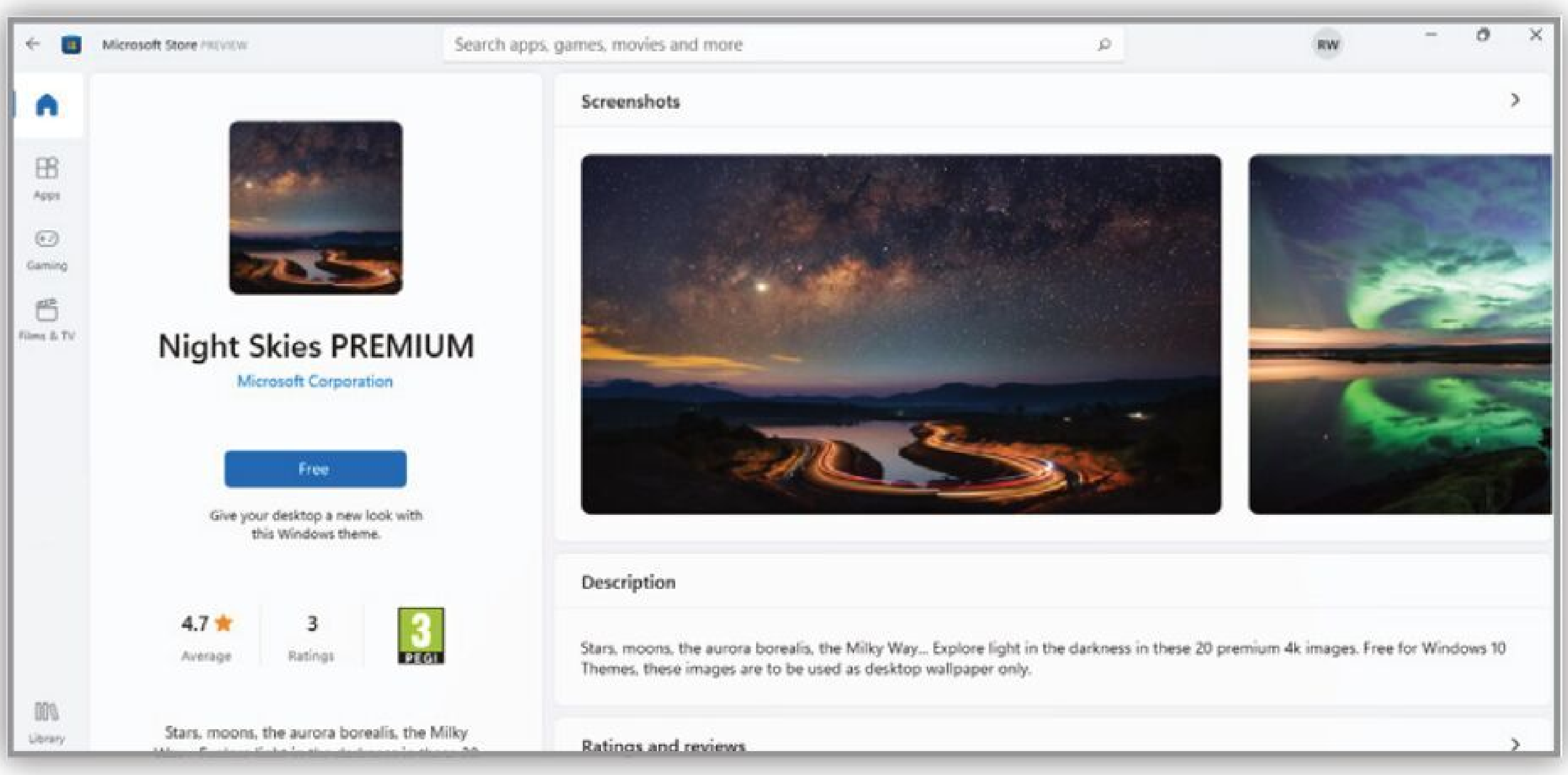
Step 1 You can find new themes in a couple of ways: Open the Microsoft Store app and search for themes, or open the main settings app, go to Personalisation and then click on the themes option. Here you will see a link to “Get more themes…”.


Personalisation › Themes
Background
Light Bloom
Colour
Blue
Sounds
Windows Default
Mouse cursor
Windows Default
Save
Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality
Custom
Get more themes from Microsoft Store
Browse themes

Step 2 Both of these actions should bring you to the same themes page. All themes have now been moved into the Windows Store app, rather than on a webpage. Themes are all listed under Personalisation in the Store, so you can also search for that if your themes search doesn’t bring up the expected results.


Lively Wallpaper
Personalization
148
Free
TranslucentTB
Personalization
84
Free
Cricut Design Spaces
Personalization
£8.39
TaskbarX
Personalization
42
£1.19
Night Skies PREMIUM
Personalization
3
Free
09:35
20/09/2021

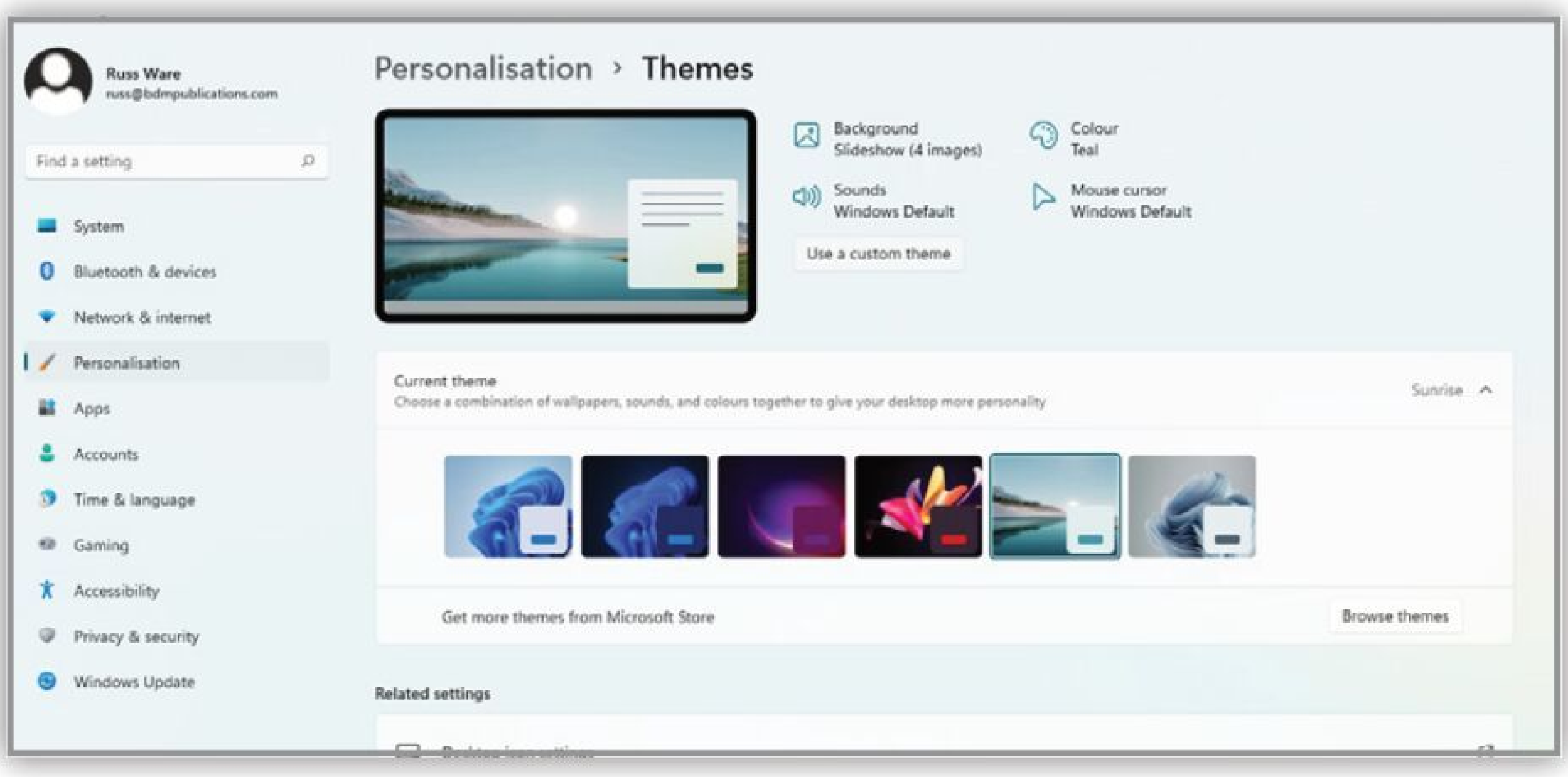
Step 3 Each theme is displayed with a thumbnail and the number of images supplied shown. The Microsoft Store page also includes information about any other changes the theme will make, such as adding transparency effects or adding Lock Screen images. Download any you like the look of.


Microsoft Store PREVIEW
Search apps, games, movies and more
RW
Apps
Gaming
Films & TV
Library
Night Skies PREMIUM
Microsoft Corporation
Free
4.7
Average
3
Ratings
3
PEGI
Screenshots
Description
Ratings and reviews

Give your desktop a new look with this Windows theme.

Stars, moons, the aurora borealis, the Milky Way... Explore light in the darkness in these 20 premium 4k images. Free for Windows 10 Themes, these images are to be used as desktop wallpaper only.

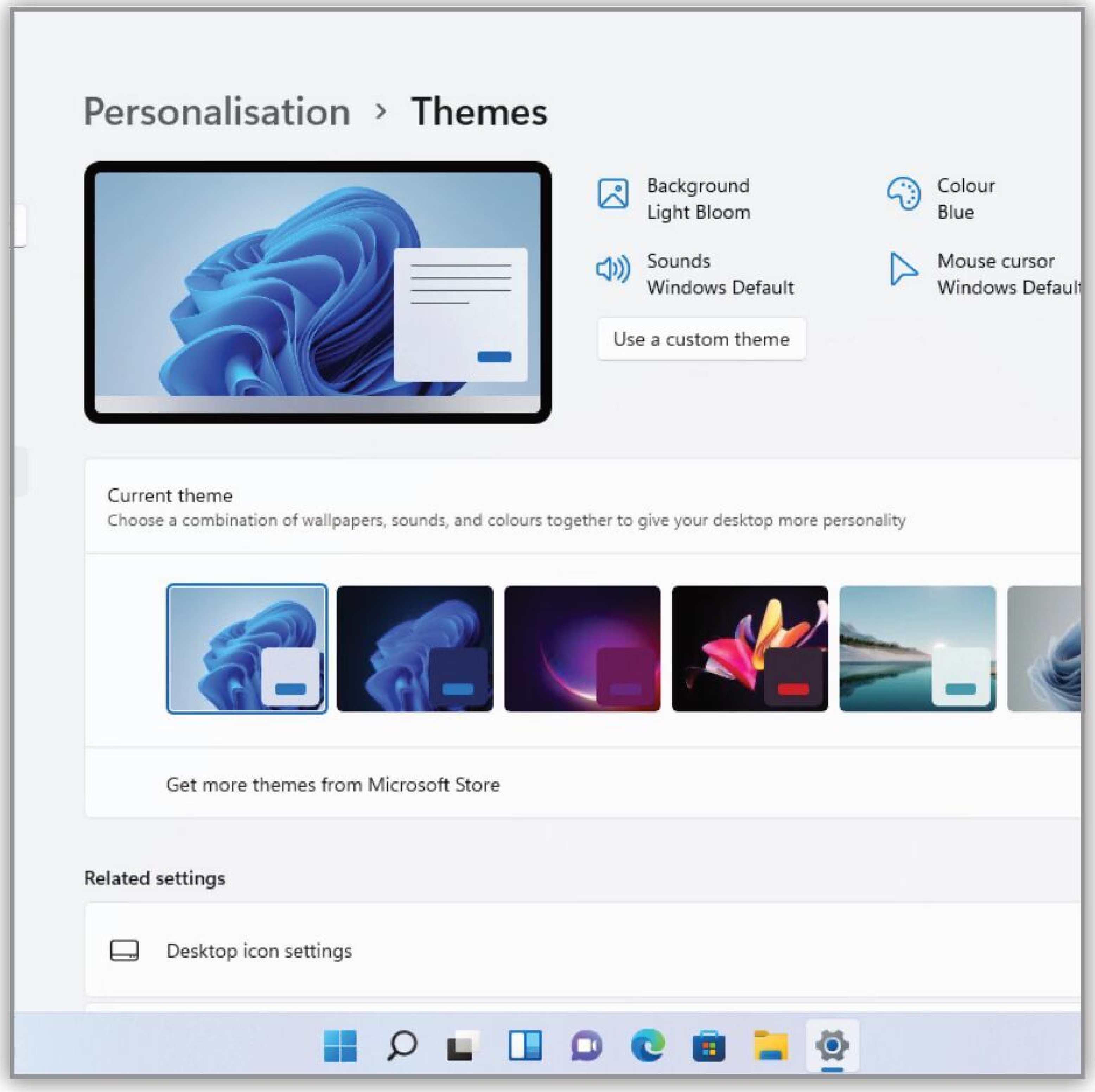
Step 4 Each theme applied can be customised further using the options in the Themes section. You can alter the background, colour, sounds and even the mouse cursor of any theme, making it completely unique to you. When you have chosen the changes, you will need to click Save Theme.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Themes
Background
Slideshow (4 images)
Colour
Teal
Sounds
Windows Default
Mouse cursor
Windows Default
Use a custom theme
Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality
Sunrise
Get more themes from Microsoft Store
Browse themes
Related settings

Modifying Themes

There are several themes preset in Windows 11. These can be applied at the click of a button, and then further customised to suit your needs.

Step 1 You can find the preset themes in Settings > Personalisation > Themes. The current theme is displayed at the top of the page, with details about background, colour, sounds and mouse cursor displayed next to it. Each of these details can be clicked to go to a section where you can edit it.



Personalisation › Themes

Background
Light Bloom

Colour
Blue

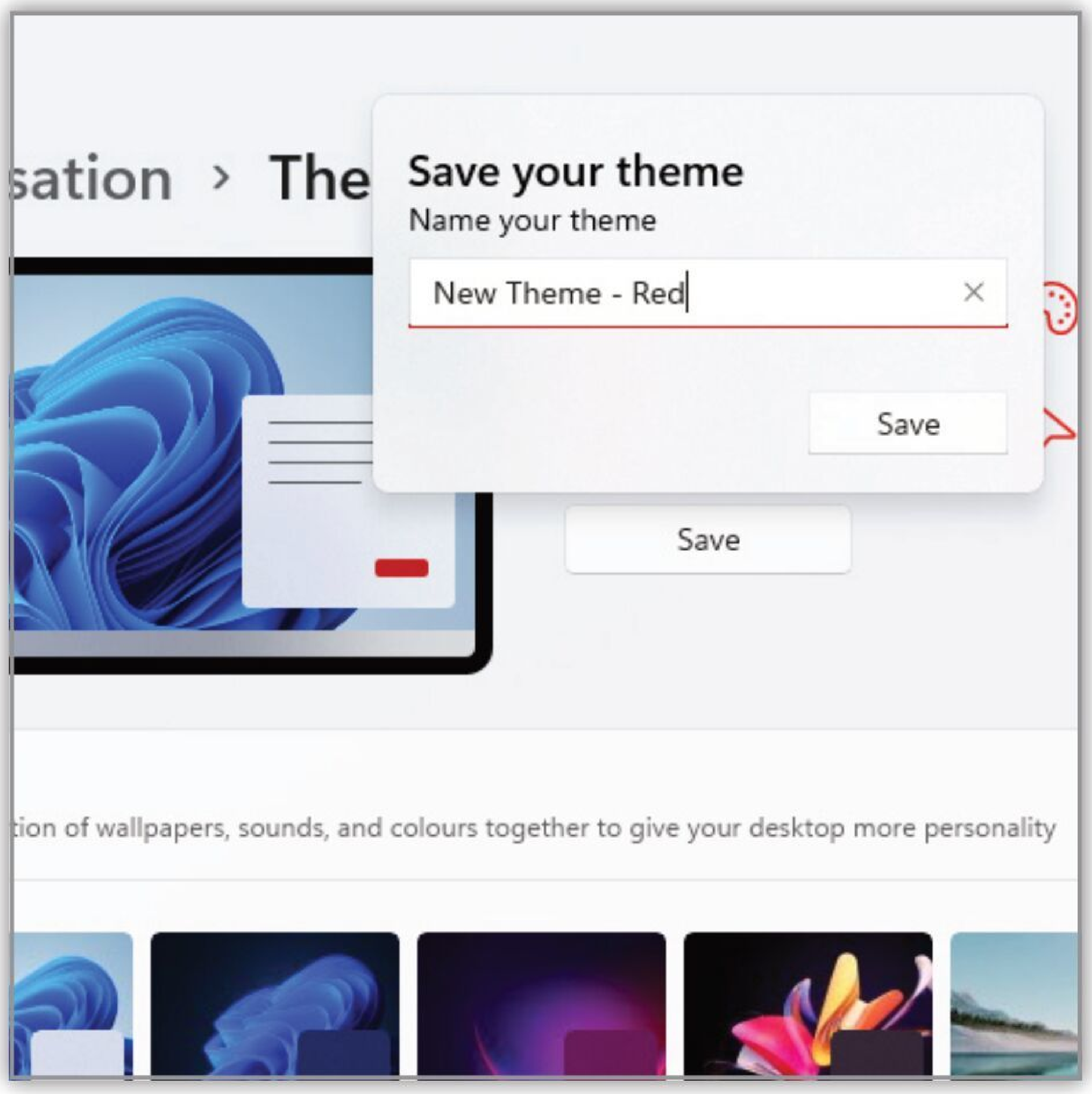
Sounds
Windows Default

Mouse cursor
Windows Default

Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality

Use a custom theme
Get more themes from Microsoft Store
Related settings
Desktop icon settings

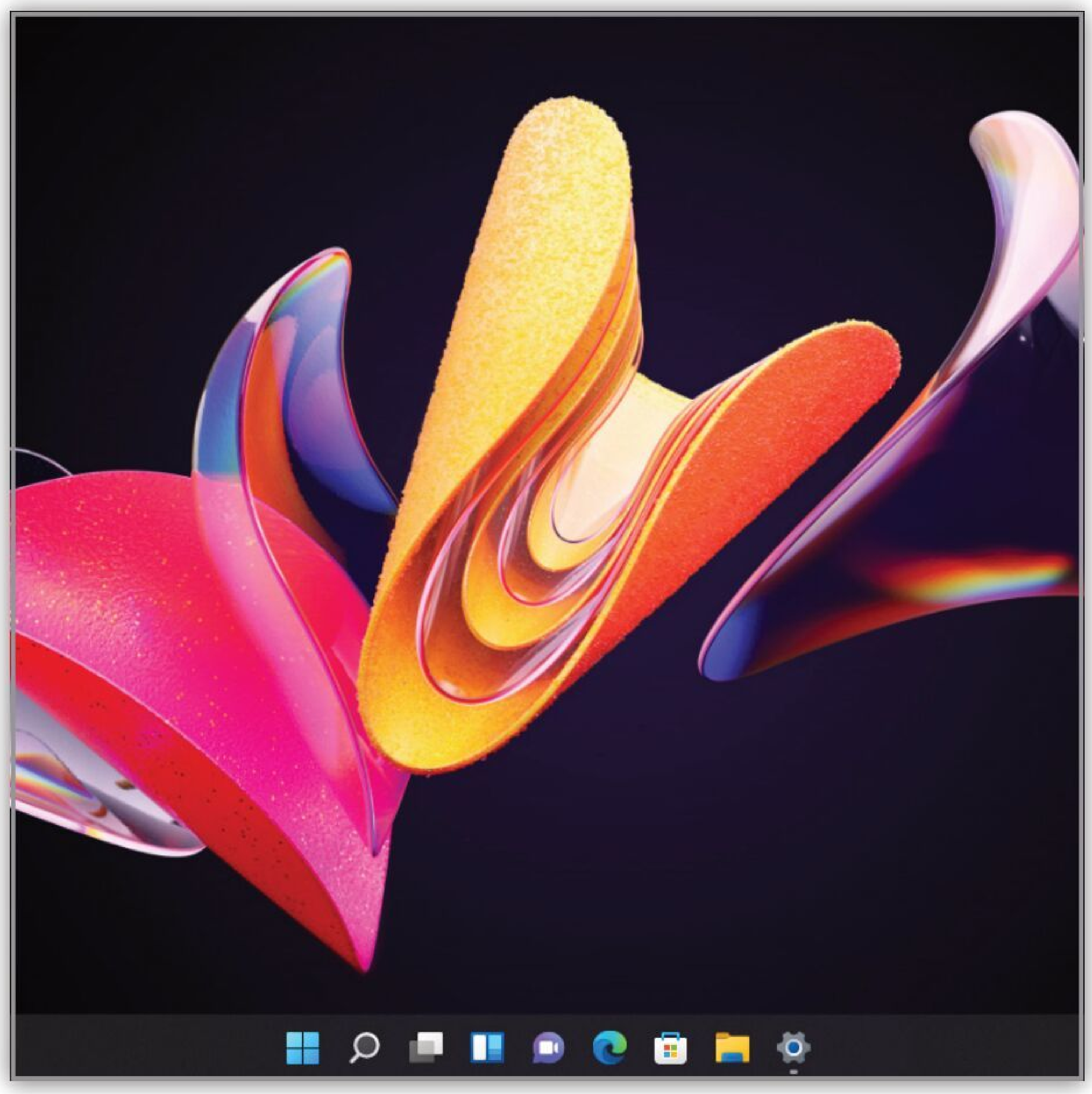
Step 2 Each time you make a change using these links, return to the Themes section to see the changes in the preview window, or minimise the Settings app to see the desktop. When you are happy with all of the changes, click "Save" and the theme will be set and added to the other themes.



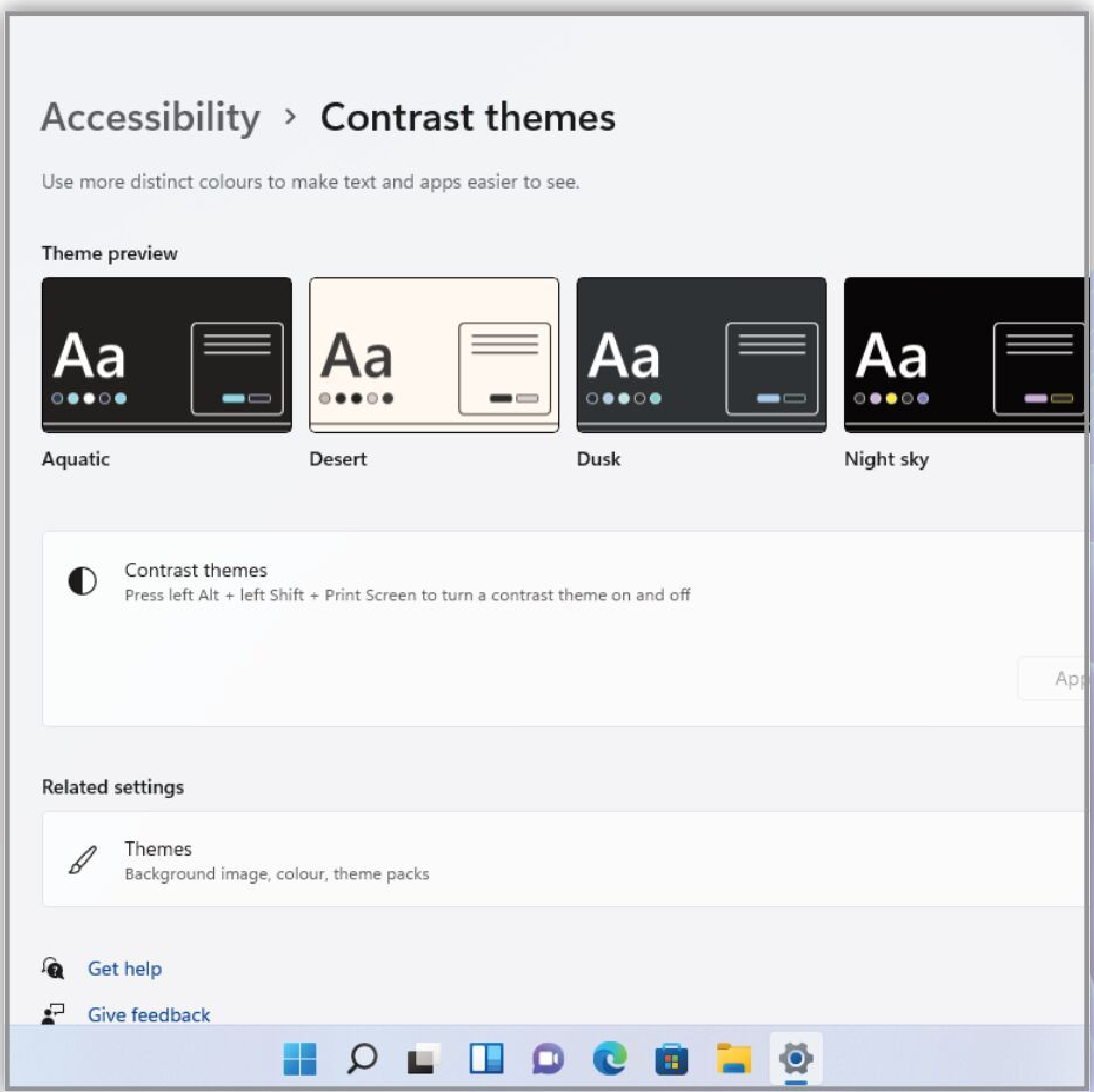
Save your theme
Name your theme
New Theme - Red

sation › The
Save
Save
tion of wallpapers, sounds, and colours together to give your desktop more personality

Step 3 Further down the page are five more preset themes displayed in a panel. Simply click each one to activate it and apply the changes. Minimise the Settings app to see the changes to the background, etc. As with the default theme, the details of the new theme are displayed at the top of the page.



Step 4 At the bottom of the themes settings page are a few more links, taking you directly to desktop icon settings and high/low contrast themes. Desktop icon settings are separate to the themes, so if you change these, they will remain even if you then go back and choose a new theme.



Accessibility › Contrast themes

Use more distinct colours to make text and apps easier to see.

Theme preview

Contrast themes
Press left Alt + left Shift + Print Screen to turn a contrast theme on and off

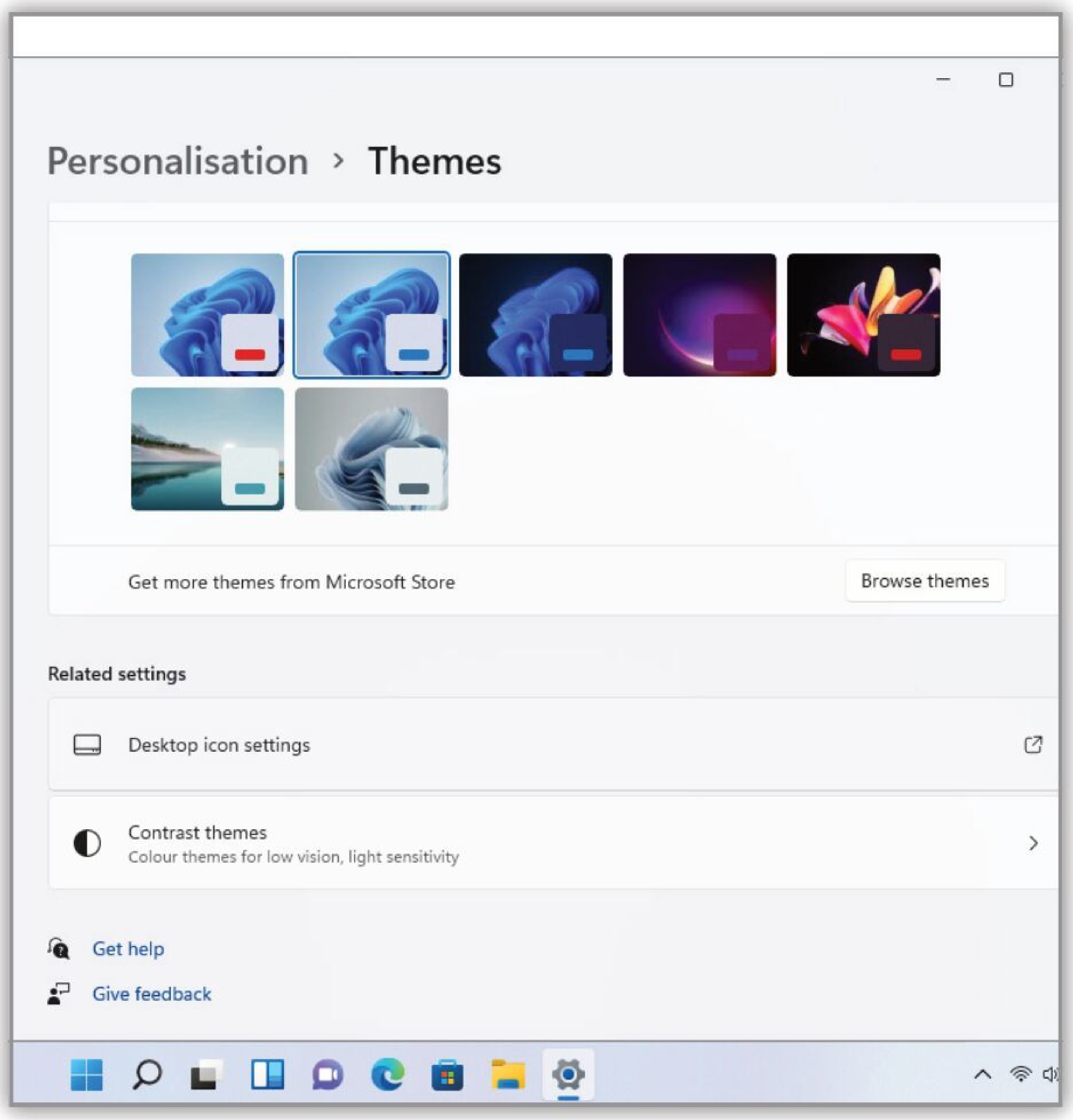
Themes
Background image, colour, theme packs

Aa
Aquatic
Desert
Dusk
Night sky
Related settings
Get help
Give feedback

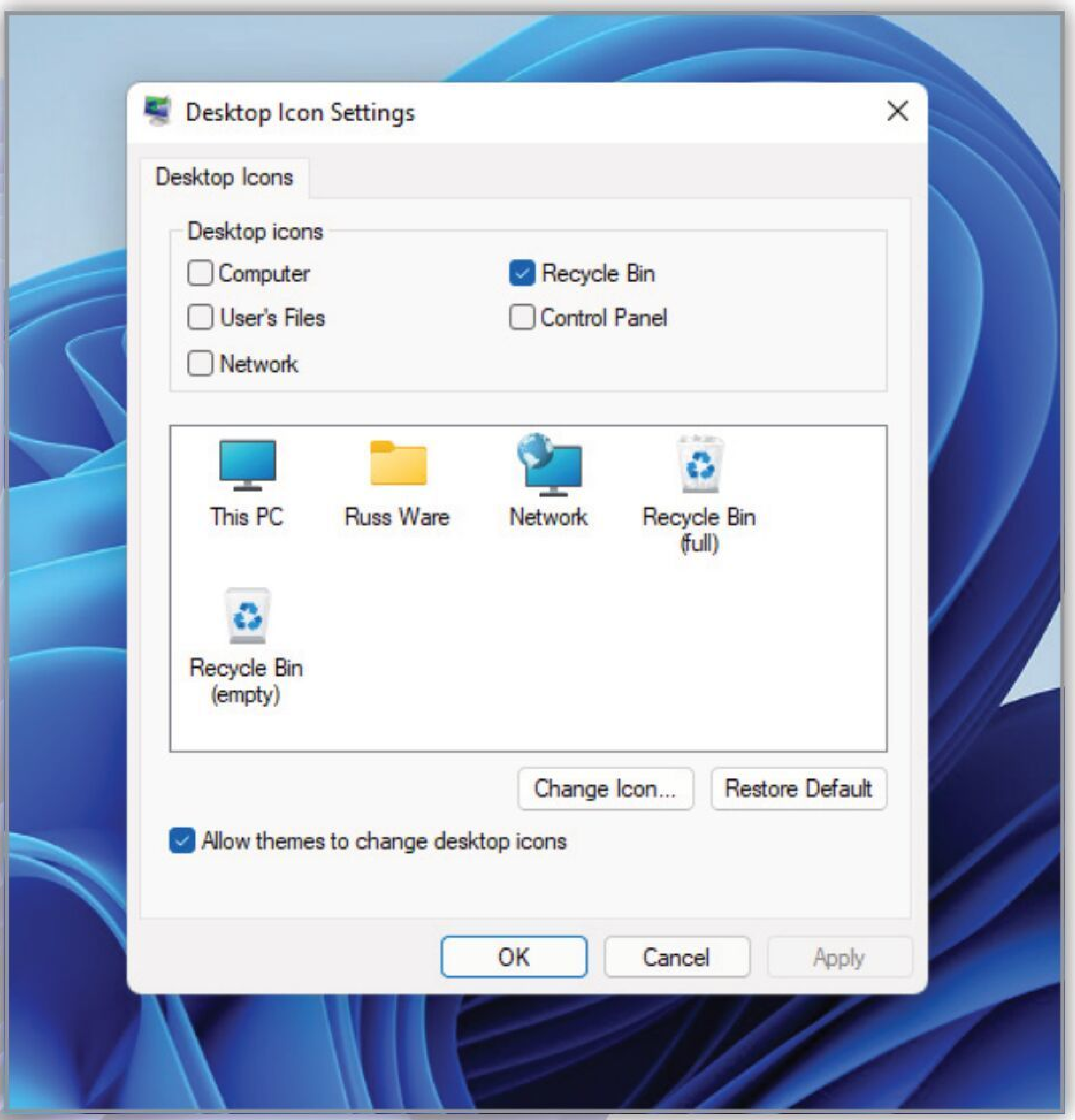
Change Your Desktop Icons

If you use desktop icons such as This PC, your personal folder or Network connections, you can change those icons too. You can even download complete icon packs online, giving your desktop a completely different feel.

Step 1 Open the Personalisation screen of the Settings menu and select Themes from the Sidebar menu. You now need to look for the Related Settings option. In the Related Settings section, click on the link to Desktop icon settings.

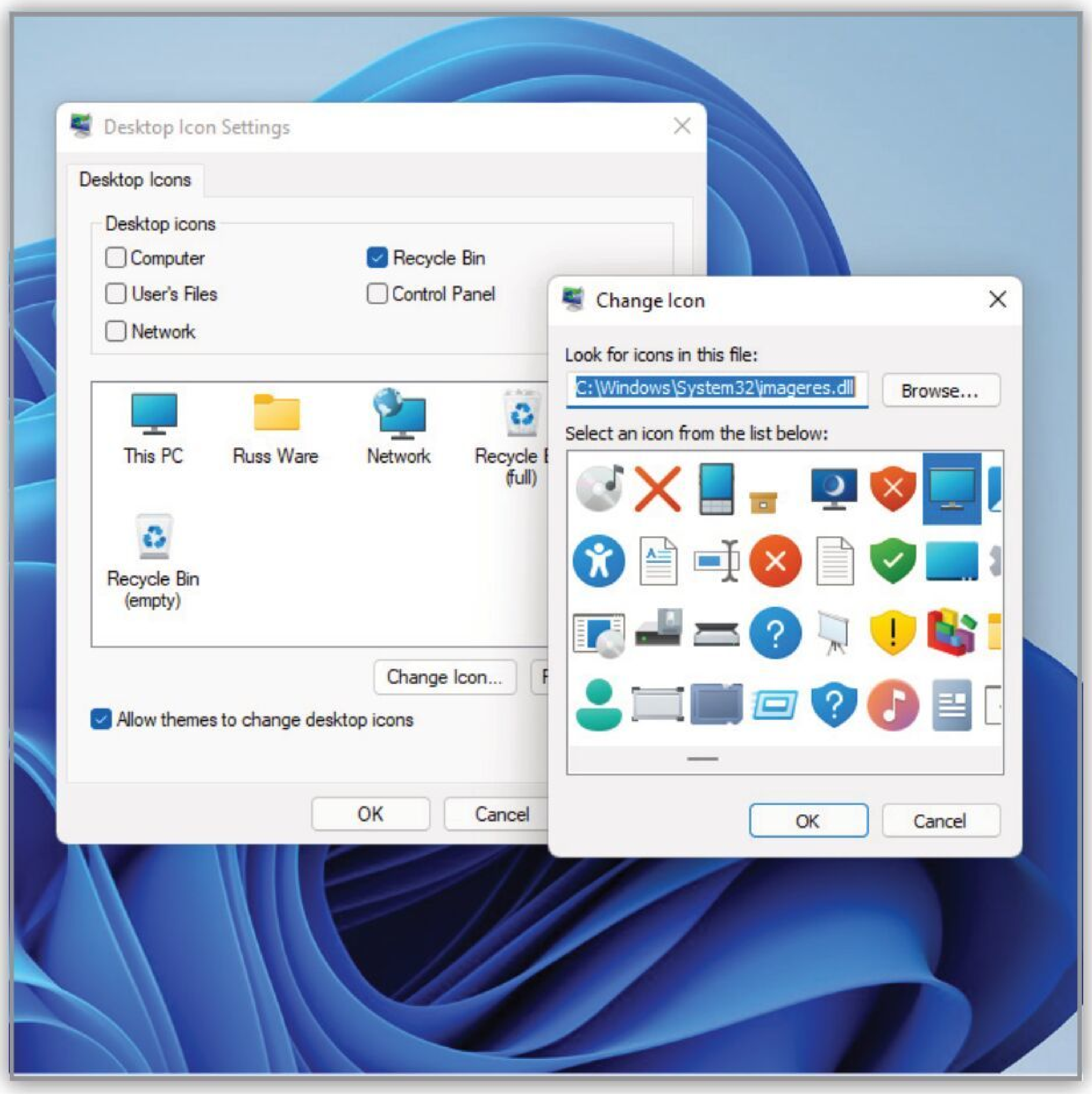

Personalisation › Themes
Get more themes from Microsoft Store
Browse themes
Related settings
Desktop icon settings
Contrast themes
Colour themes for low vision, light sensitivity
Get help
Give feedback

Step 2 The window that now opens lets you choose which default icons appear on your desktop. The Recycle Bin is just about essential but the others, including Computer, Users Files, Network and Control Panel icons are optional.


Desktop Icon Settings
Desktop Icons
Desktop icons
This PC
Russ Ware
Network
Recycle Bin (full)
Recycle Bin (empty)
Change Icon...
Restore Default
OK
Cancel
Apply

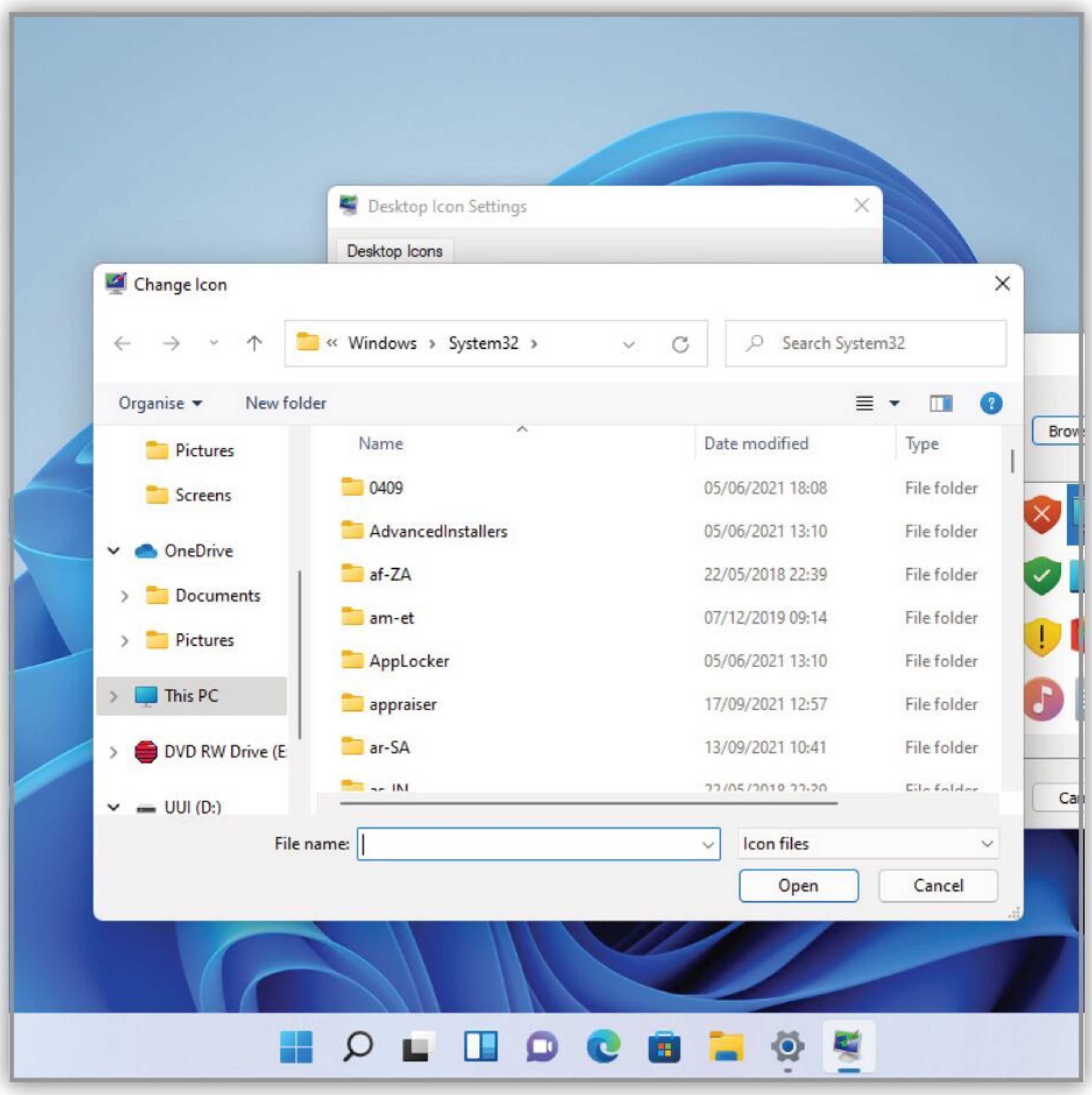
☐ Computer
☐ User's Files
☐ Network
☑ Recycle Bin
☐ Control Panel
☑ Allow themes to change desktop icons

Step 3 If you wish to do so, it is possible to choose different icons for these system tools and you can even download custom icons online. To change the appearance of the desktop icons, click on the icon you want to change and then click the Change Icon button.


Desktop Icon Settings
Desktop Icons
Change Icon
Browse...
Select an icon from the list below:
Change Icon...
OK
Cancel

Look for icons in this file: C:\Windows\System32\imageres.dll

Step 4 The icon chooser window that appears will look very familiar to veteran Windows users, since it's essentially unchanged from Windows 98. Scroll through the gallery until you find an icon you like or use the Browse button to navigate to any icon pack you've downloaded.


Change Icon
« Windows › System32 ›
Search System32
Organise
New folder
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E
UUI (D:)
Icon files
Open
Cancel

Name	Date modified	Type
0409	05/06/2021 18:08	File folder
AdvancedInstallers	05/06/2021 13:10	File folder
af-ZA	22/05/2018 22:39	File folder
am-et	07/12/2019 09:14	File folder
AppLocker	05/06/2021 13:10	File folder
appraiser	17/09/2021 12:57	File folder
ar-SA	13/09/2021 10:41	File folder

File name:

Windows 11 Keyboard Shortcuts

Keyboard shortcuts are a useful way to speed up navigating your way around Windows 11, especially if you are using a laptop with a touchpad. There are literally hundreds to learn, but here are some of the most useful keyboard shortcuts for everyday use.

Basic Keyboard Shortcuts

Ctrl+C	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V	Paste the selected item
Ctrl+Z	Undo an action
Alt+Tab	Switch between open apps
Alt+F4	Close an active item, or exit an app
Shift+Delete	Delete item without moving to Recycle Bin
Ctrl+Shift+Esc	Open the Task Manager

Windows Key Shortcuts

Windows key	Open Start menu
Windows key + A	Open Quick Settings panel
Windows key + S	Open Search
Windows key + C	Open Teams Chat
Windows key + Tab	Open Task view
Windows key + I	Open Windows 11 Settings
Windows key + W	Open Widgets panel
Windows key + E	Open File Explorer
Windows key + R	Open the Run app
Windows key + V	Open the Clipboard
Windows key + G	Open the Xbox Game Bar
Windows key + N	Open Notifications panel
Windows key + X	Open a system context menu
Windows key + U	Open Accessibility settings
Windows key + L	Lock your PC or switch accounts
Windows key + H	Open Voice typing control
Windows key + T	Cycle through apps on the Taskbar
Windows key + comma	Peek at the desktop
Windows key + D	Display and hide the desktop
Windows key + Ctrl + D	Add a virtual desktop
Windows key + Ctrl + Right Arrow	Switch to virtual desktop on the right
Windows key + Ctrl + Left Arrow	Switch to virtual desktop on the left
Windows key + Ctrl + F4	Close the virtual desktop you're using
Windows key + Home	Minimise all but the active desktop window
Windows key + Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows key + Down arrow	Restore desktop windows vertically, maintaining width
Windows key + plus or minus	Zoom in or out using Magnifier
Windows key + Esc	Exit Magnifier

Windows Snap Shortcuts

Windows key + Up Arrow	Maximise current window
Windows key + Down Arrow	Restores window size
Windows key + Left Arrow	Snaps current window to the left
Windows key + Right Arrow	Snaps current window to the right
Windows key + 2 Arrow Keys	Snaps current window into one corner

Taskbar Shortcuts

Shift + click a taskbar button	Open an app or quickly open another instance of an app
Ctrl + Shift + click a taskbar button	Open an app as an administrator
Shift + right-click a taskbar button	Show the window menu for the app
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

Typing Shortcuts

Ctrl + C	Copy the selected item
Ctrl + D	Delete the selected item and move it to the Recycle Bin
Ctrl + R	Refresh the active window
Ctrl + V	Paste the selected item
Ctrl + S	Save document
Ctrl + Y	Redo an action
Ctrl + Z	Undo an action
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Shift with an arrow key	Select a block of text

Wordpad Shortcuts

Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + A	Select all
Ctrl + B	Make selected text bold
Ctrl + C	Copy a selection
Ctrl + E	Align text center
Ctrl + F	Search for text in a doc
Ctrl + H	Replace text in a document
Ctrl + I	Italicise selected text
Ctrl + J	Justify text
Ctrl + L	Align text left
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + P	Print a document
Ctrl + R	Align text right
Ctrl + S	Save changes
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection
Ctrl + X	Cut selection
Ctrl + Y	Redo change
Ctrl + Z	Undo change
Ctrl + Shift + greater than (>)	Increase font size
Ctrl + Shift + less than (<)	Decrease font size
Ctrl + Shift + A	Change to all capitals
Ctrl + Shift + L	Change bullet style
Ctrl + Home	Go to the beginning of the doc
Ctrl + End	Go to the end of the doc

Movies & TV Shortcuts

Alt + Enter	Play full-screen
Esc	Leave full-screen
Enter	Select what is in focus
Spacebar	Play or pause
Alt + Left arrow key	Go back
Ctrl + T	Turn repeat on or off
F7	Mute the sound
F8	Volume down
F9	Volume up

Microsoft Edge Shortcuts

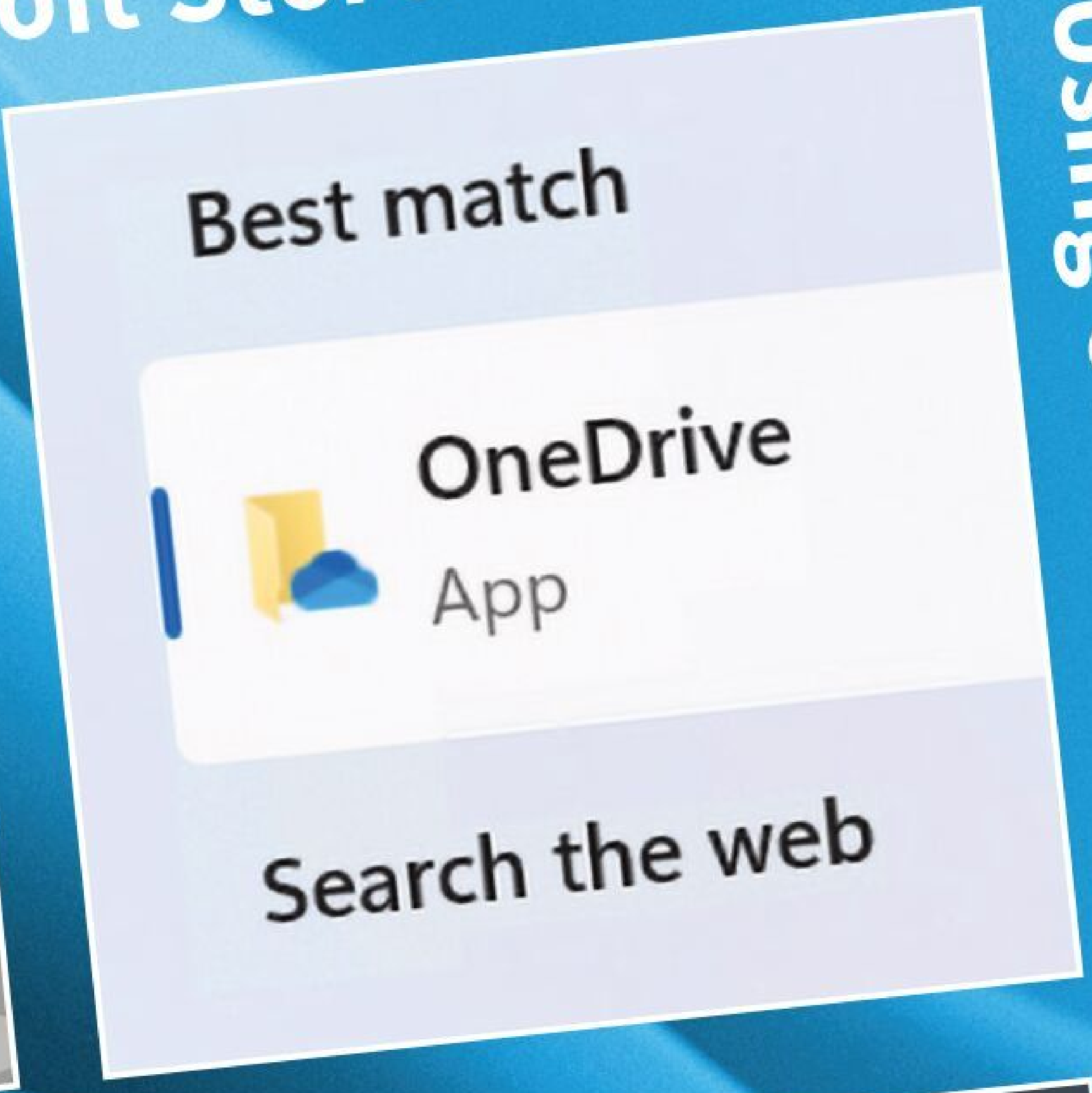
Ctrl + Shift + B	Show/hide the favorites bar
Ctrl + Shift + D	Save all open tabs as favourites to a folder
Alt + D	Select the URL in the address bar
Ctrl + E	Open a search query in the address bar
Ctrl + F	Find on page
Ctrl + Shift + L	Paste and search
Ctrl + N	Open a new window
Ctrl + Shift + N	Open a new InPrivate window
Ctrl + P	Print the current web page
Ctrl + R	Reload the current page
Ctrl + S	Save the current page
Ctrl + T	Open and use a new tab
Ctrl + Shift + U	Start or stop Read Aloud
Ctrl + Shift + V	Paste without formatting
Ctrl + W	Close the current tab
Ctrl + Shift + W	Close the current window

Take the time to learn your keyboard shortcuts for Windows 11, and you'll be opening, closing, moving, creating and modifying everything on your desktop with ease. You don't have to learn them all, but make yourself familiar with the basics of each app you use, and you'll be maximising your workflow in no time.

Exploring the Microsoft Store

NETFLIX
Netflix
WhatsApp Desktop
Xbox
Amazon Prime Video for Windows
iCloud
See all

Using OneDrive Cloud Storage


Best match
OneDrive
App
Search the web

Installing a Printer to Windows 11

Red eye
Tap on a red eye to correct it
Reset

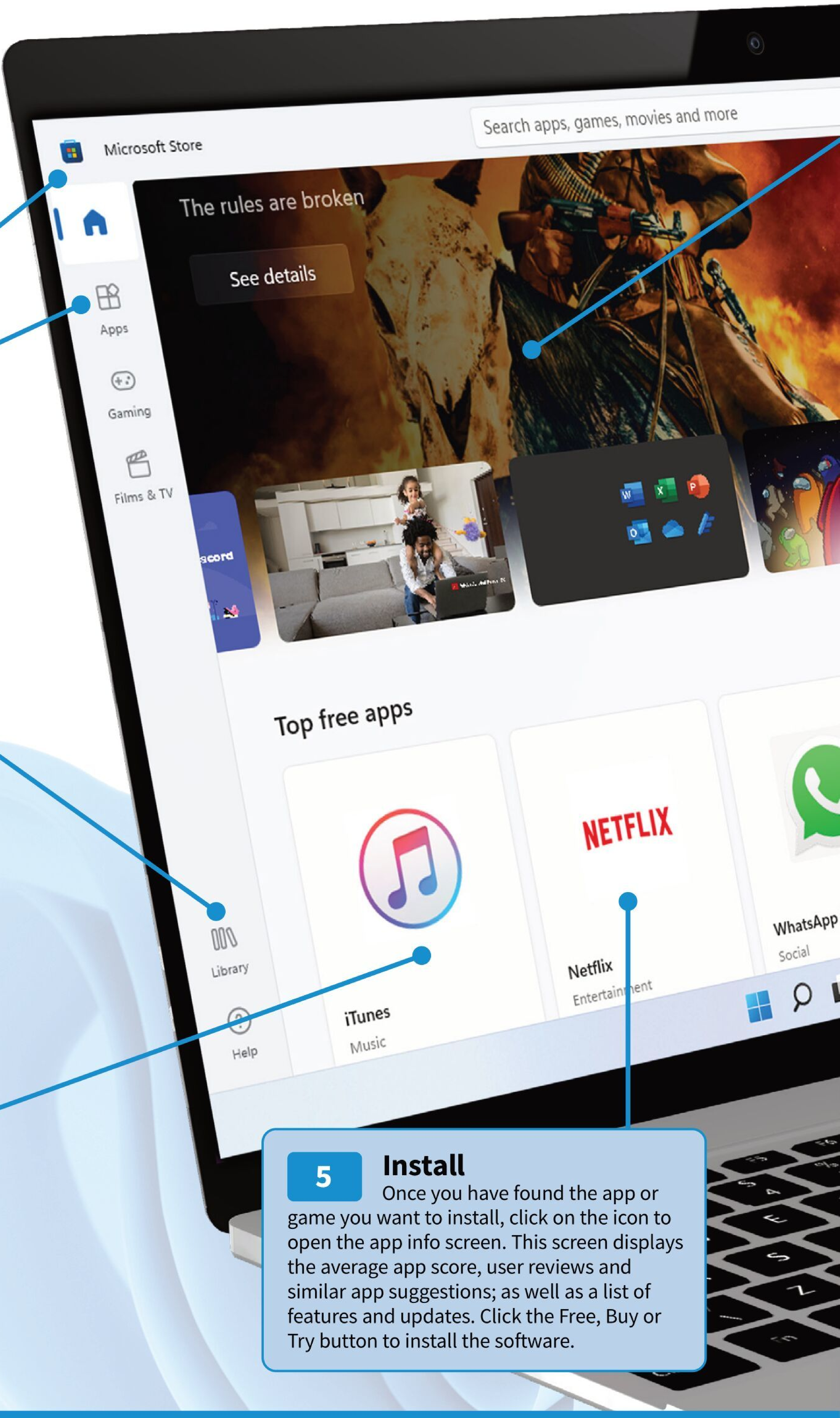
How to Manage and Edit Your Photos

Do More with Windows 11

Want to do more with Windows 11 and its new features? Excellent, then this is the chapter for you. Within the coming pages, you'll learn how to utilise Microsoft's apps to your best advantage, and how to get to grips with some of the more technical aspects of the operating system. From learning how OneDrive works through to working with Windows 11 Widgets, and exploring the Windows 11 Command Line with some interesting features, there's something for every user here.

Exploring the Microsoft Store

If the Desktop, Widgets, Notifications and new apps weren't enough of an update for you, then you're in luck as Microsoft has also updated and revamped its online Store. Giving you access to the best apps and entertainment.


Microsoft Store
Search apps, games, movies and more
The rules are broken
See details
Apps
Gaming
Films & TV
Top free apps
iTunes
Music
Netflix
Entertainment
WhatsApp
Social
Library
Help

1 New Look The Microsoft Store has a new look to it, in-line with the rest of the Windows 11 theme and desktop. You'll find the Store located by default in the taskbar.

2 Categories Quick access to the main categories: Apps, Gaming and Films & TV are available to the left-side of the Store window. Click each one to be taken to specific pages where you can find the latest content.

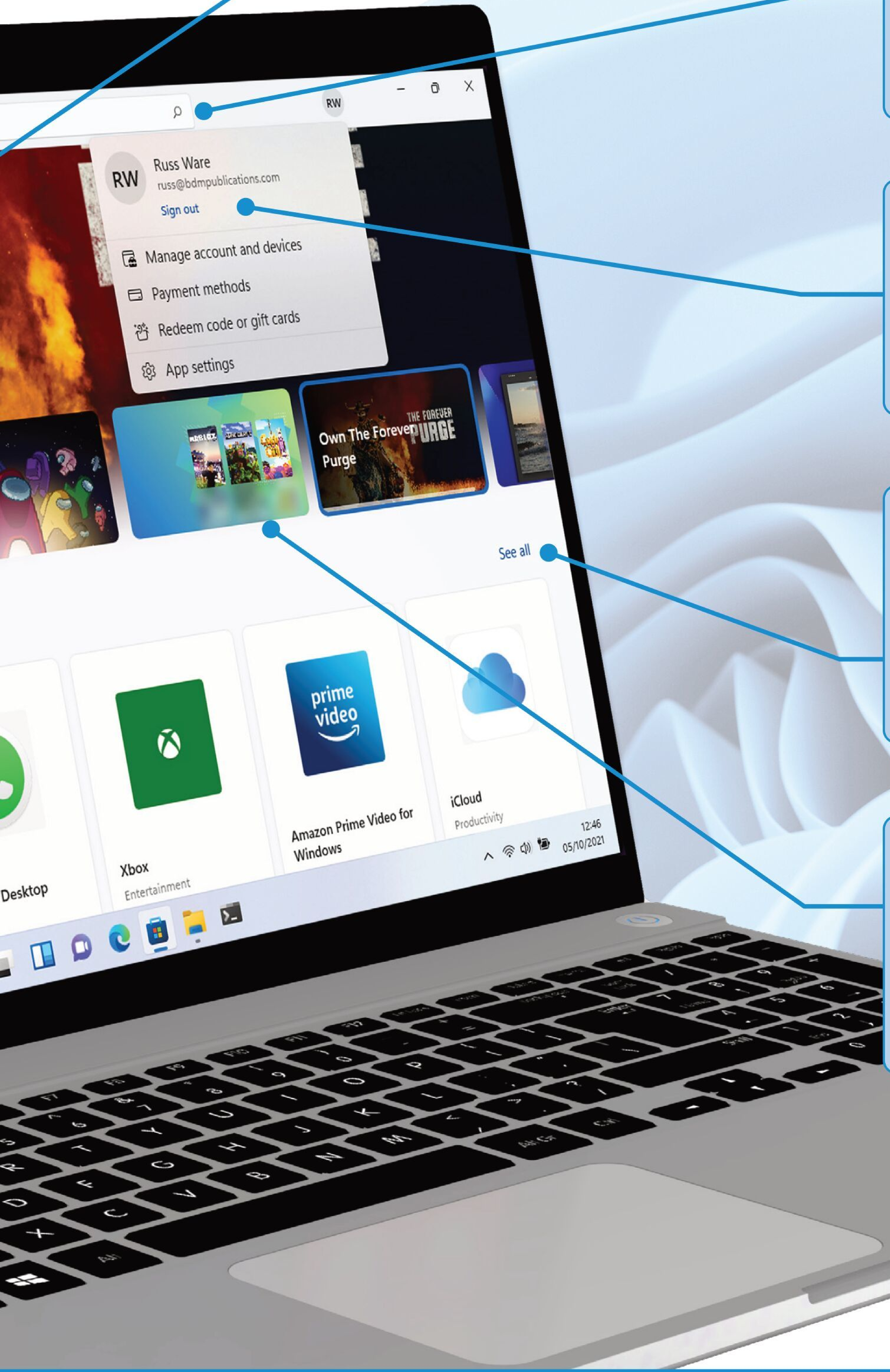
3 Library The Library contains all the apps you currently have installed on your system. From here you can further break them down into sub-categories such as Games, Movies & TV, etc. You can also check their update status, pin them to the Start or taskbar, and even open them.

4 Top Apps Scrolling down through the Store will reveal the most popular, Top Free, Essential and New content available. Simply click on one of the tiles, and you'll be taken to the content's Store front.

5 Install Once you have found the app or game you want to install, click on the icon to open the app info screen. This screen displays the average app score, user reviews and similar app suggestions; as well as a list of features and updates. Click the Free, Buy or Try button to install the software.

6 Featured Offers

Periodically, the Store will feature offers for its users. This could be a free 30 day trial, or other download offers. Click on the link to read more about the offer and then follow the instructions to take advantage of it.


RW
Russ Ware
russ@bdmpublications.com
Sign out
Manage account and devices
Payment methods
Redeem code or gift cards
App settings
Own The Forever Purge
THE FOREVER PURGE
See all
Desktop
Xbox
Entertainment
prime video
Amazon Prime Video for Windows
iCloud
Productivity
12:46
05/10/2021

7 Search

If you're looking for something specific, then rather than trawling through the categories, use the Search function to find it, and other apps and content relating to it. The Windows 11 Store search is much faster than previous versions.

8 Profile

Clicking your name in the upper-right of the Store window will display the profile you're logged in as. From here you can setup payment methods, redeem gift cards and manage Windows computers under your Microsoft login.

9 See All

You can click the See All links throughout the Microsoft Store to reveal all the apps under a general category, or simply all the ones currently available with a special offer, for example. Drilling down further can often yield some great apps and bargains.

10 App Information

Featured apps will also scroll horizontally across the screen, depending on what's currently trending, or based on apps you've searched for or installed previously. Some contain videos, so be sure to click on them for more information when they appear.

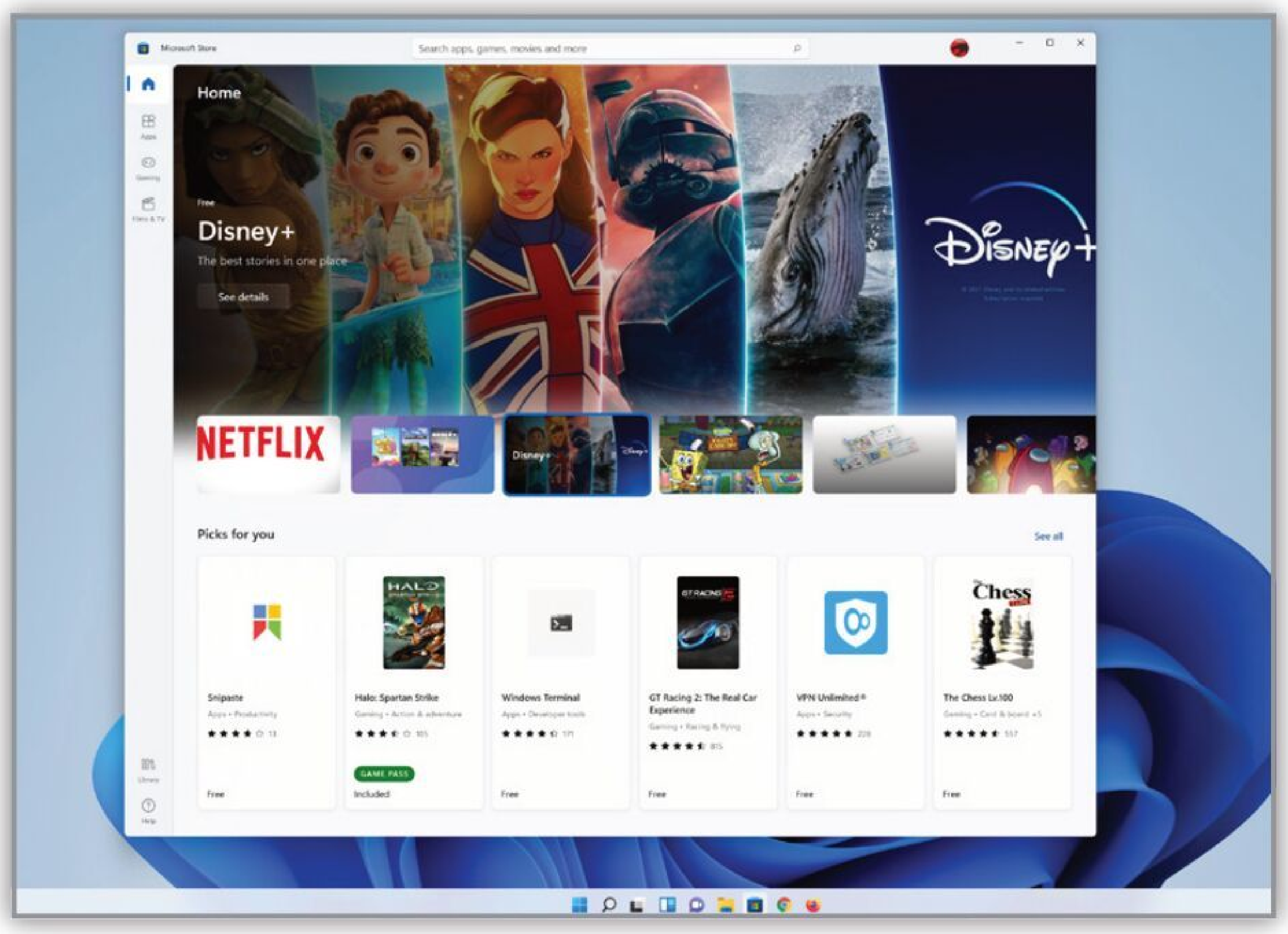
How to use the Windows App Store

The Windows App Store has been updated, and given a new look fresh for Windows 11. It's now designed to be more efficient and easier to get to the apps you want; and those that are trending or highlighted by Microsoft.

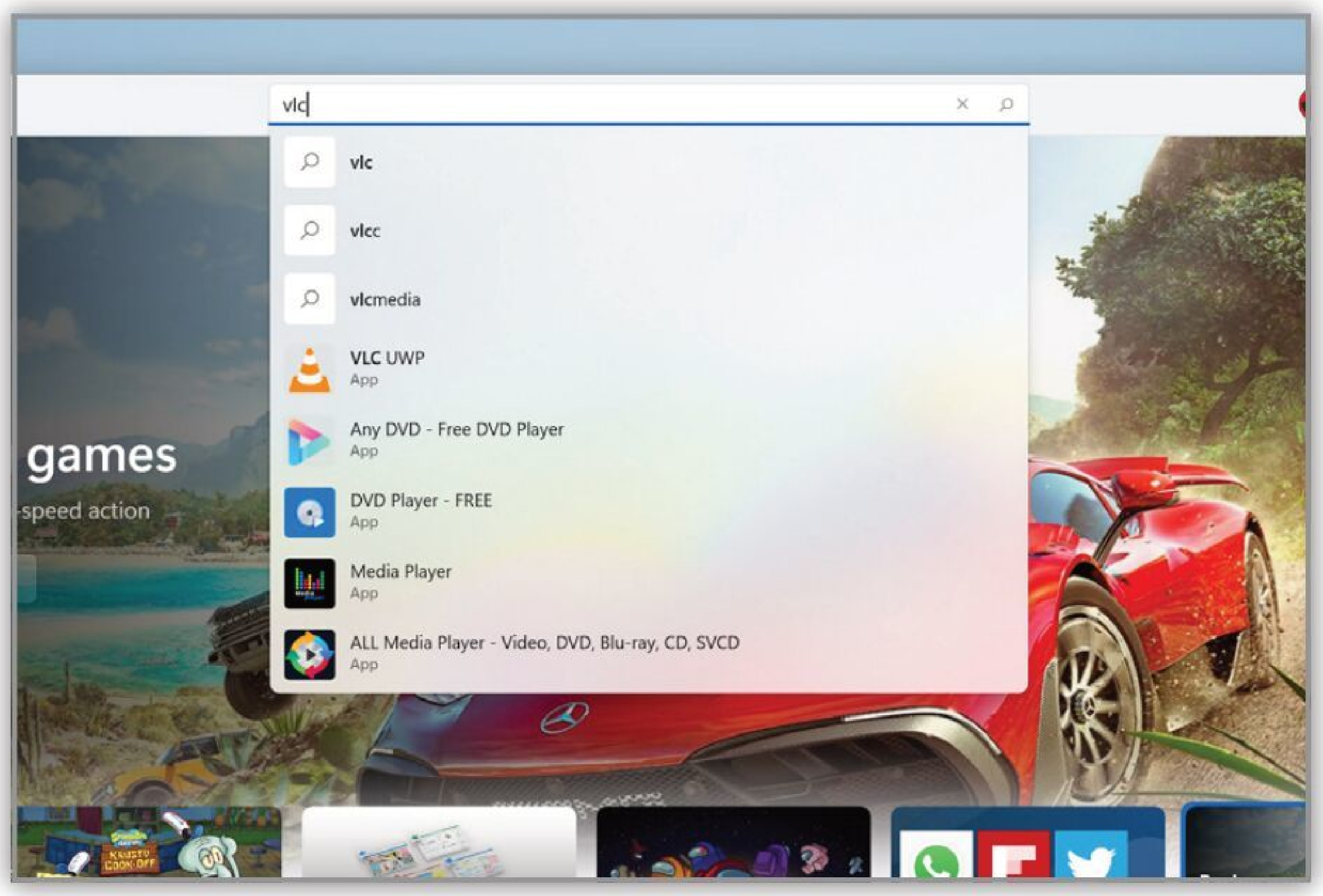
Go Shopping

With more content, and more to explore, there's a lot to cover in the Windows 11 App Store. Here's how it works, and some of the highlights.

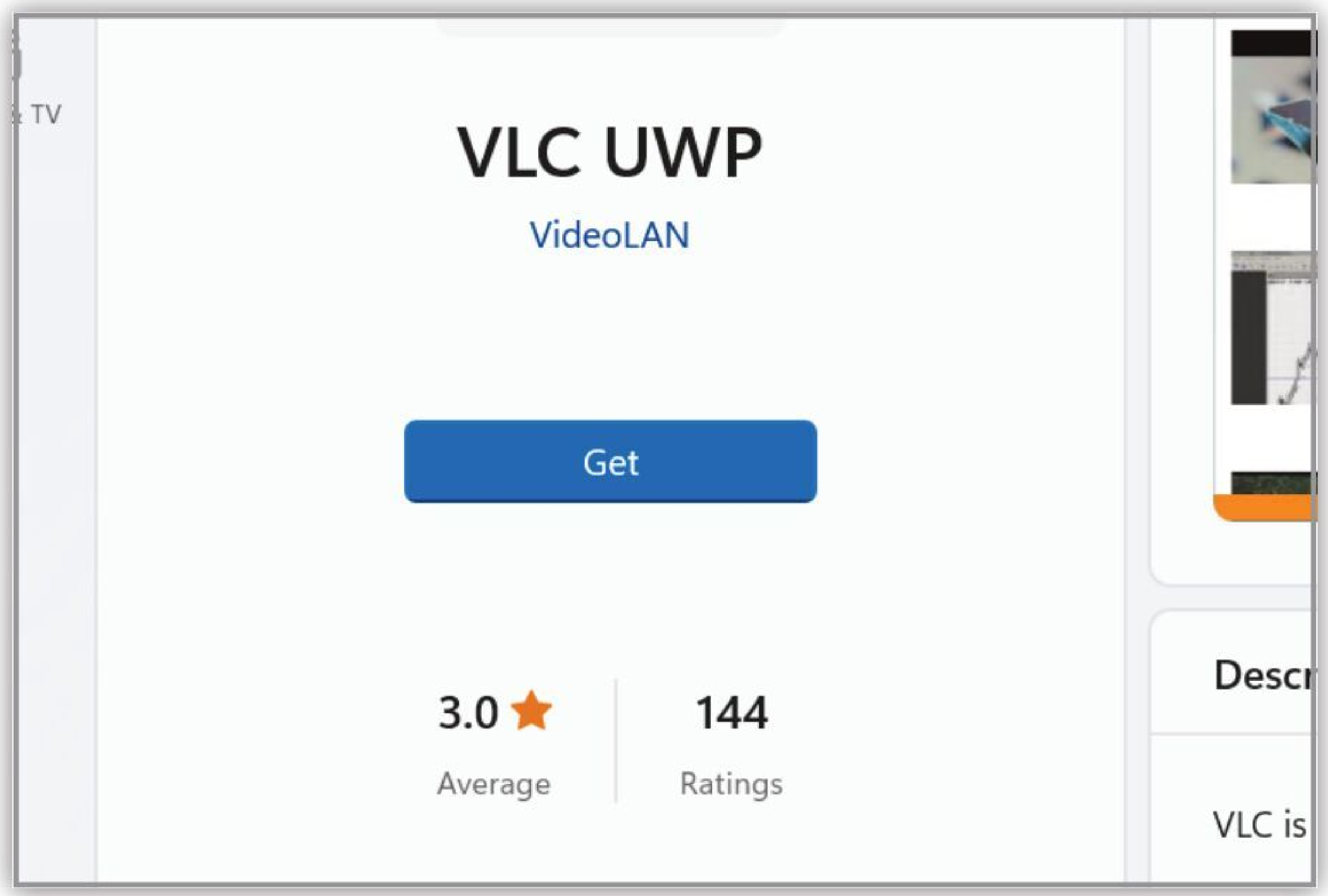
Step 1 The Windows App Store is located, by default, within the new taskbar. It's easy to identify, it's the carrier bag icon with the Microsoft logo. Click it, and as long as you're signed into a valid Microsoft account, it will launch with the latest trending and highlighted apps displayed


Home
Disney+
NETFLIX
Picks for you

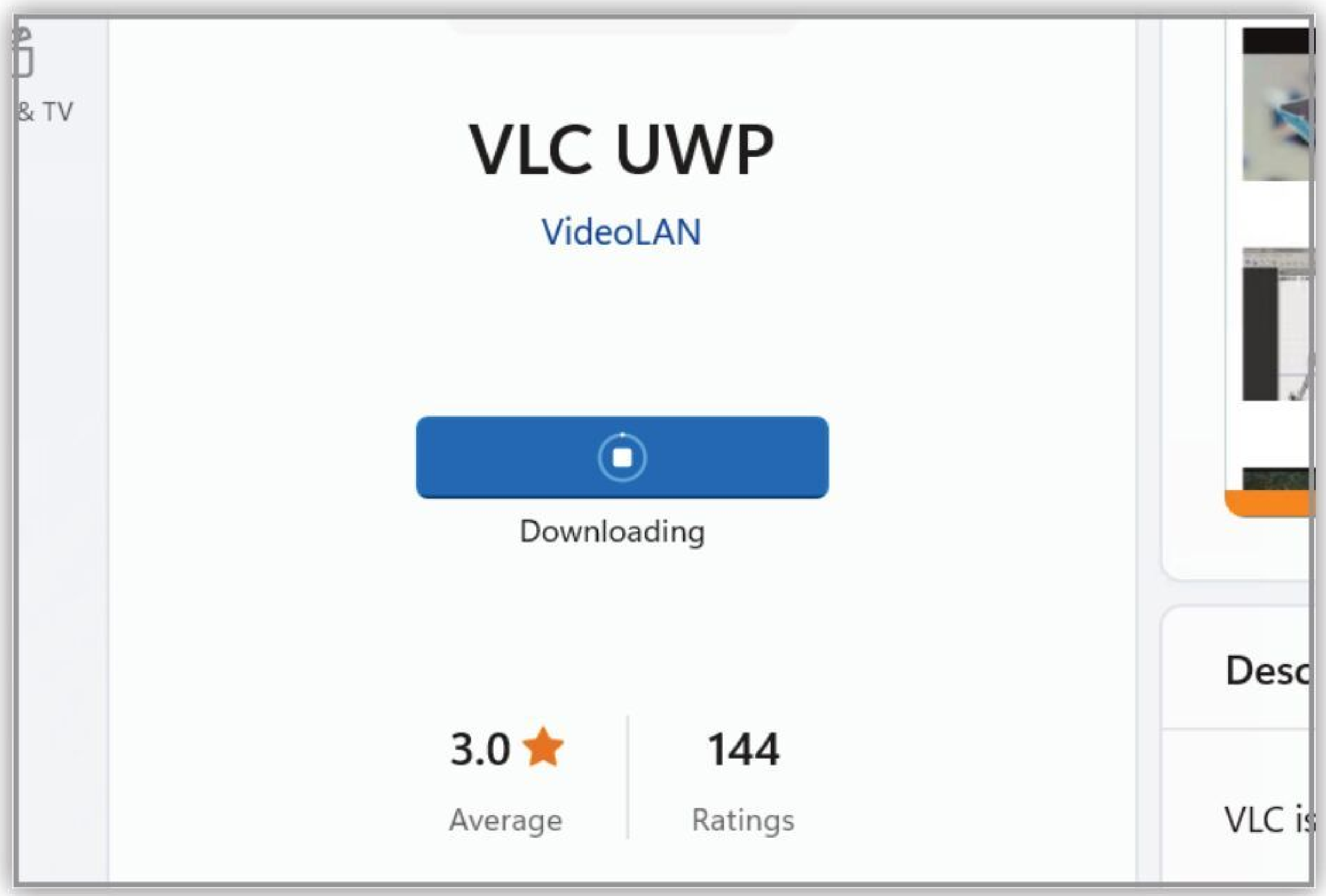
Step 2 Let's run through locating and installing an app from the App Store. In the Search box, located at the top of the Store window, enter: VLC. In case, you're wondering, VLC is a free, cross-platform media player. In the Search bar, there will be a number of returned results, click the VLC UWP entry with the traffic cone icon.


vlc
vlc
vlcc
vlcmedia
VLC UWP
App
Any DVD - Free DVD Player
App
DVD Player - FREE
App
Media Player
App
ALL Media Player - Video, DVD, Blu-ray, CD, SVCD
App
games
speed action

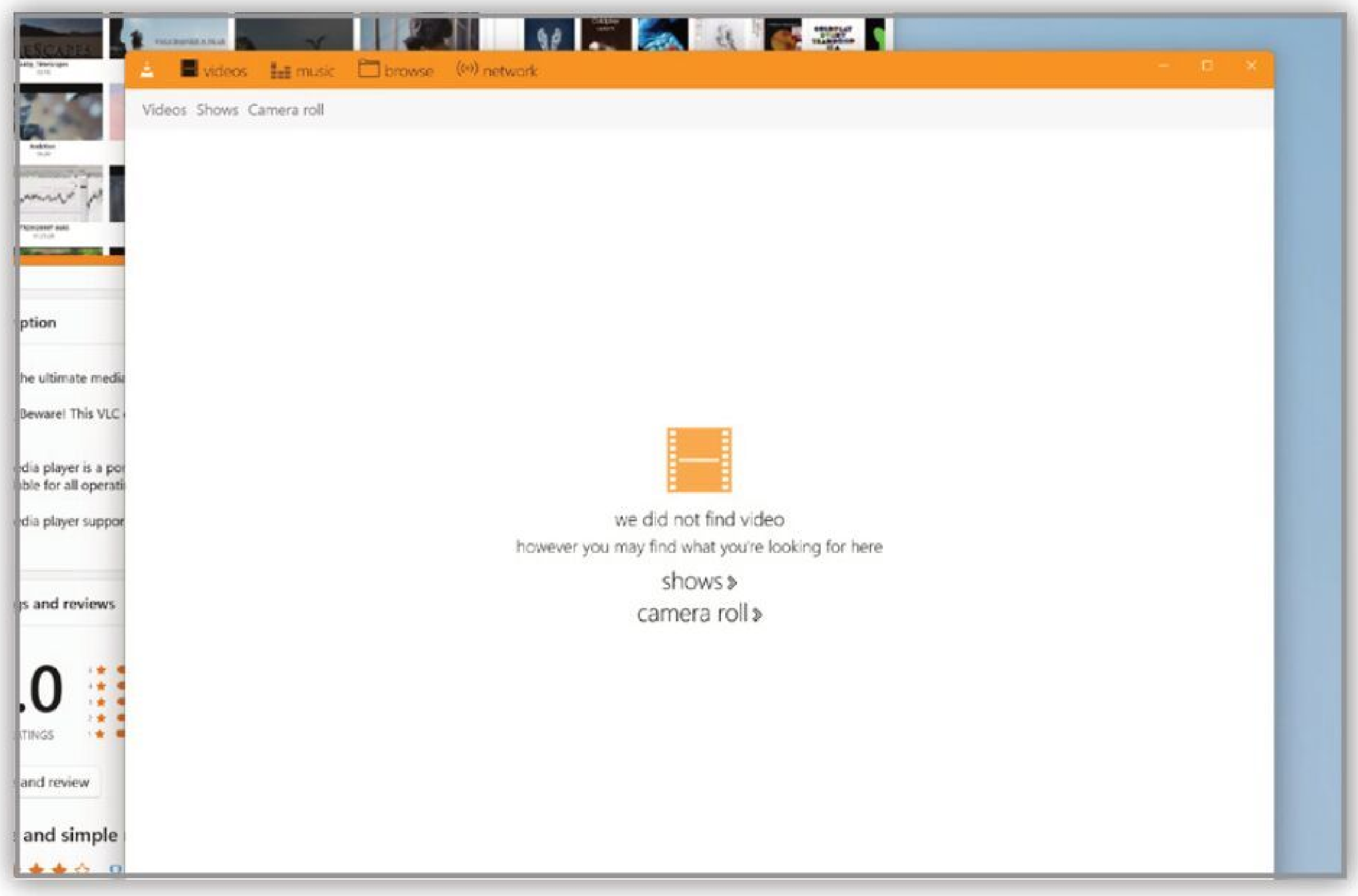
Step 3 Every app in the App Store will behave in the same manner: there will be screen shots of the app along the top, a short description, rating and reviews from other users, and in the left-hand pane you will find a brief summary of the app. Also, in the left-hand pane, is a Get button. To install VLC, click on the Get button.


VLC UWP
VideoLAN
Get
3.0
Average
144
Ratings

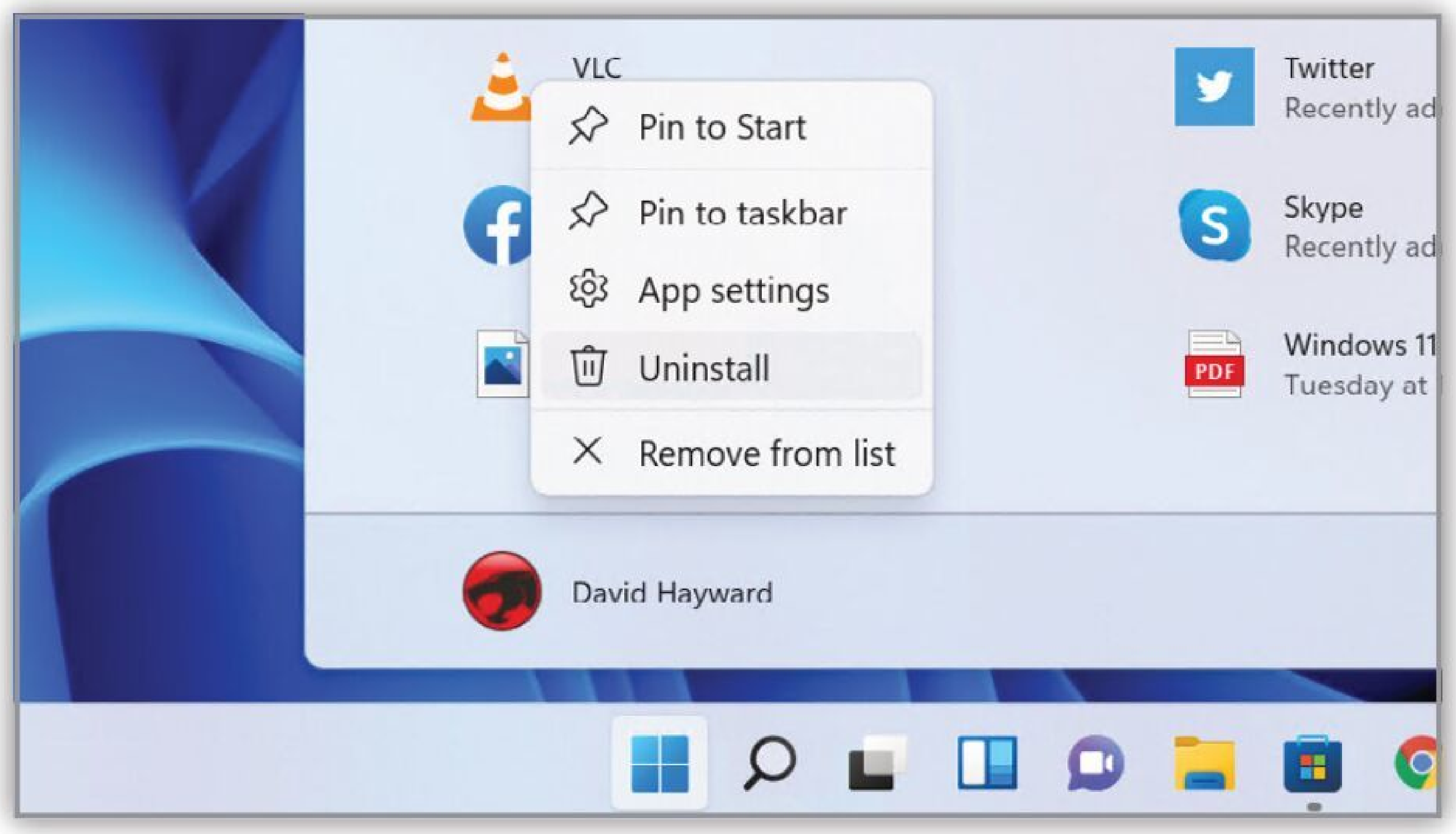
Step 4 The information below the Get button will change, displaying the amount of time left to download through the number of megabytes (or more) remaining from the total. When it's downloaded, there'll be a brief installation display, and when that's done the button will change to read, Open.


VLC UWP
VideoLAN
Downloading
3.0
Average
144
Ratings

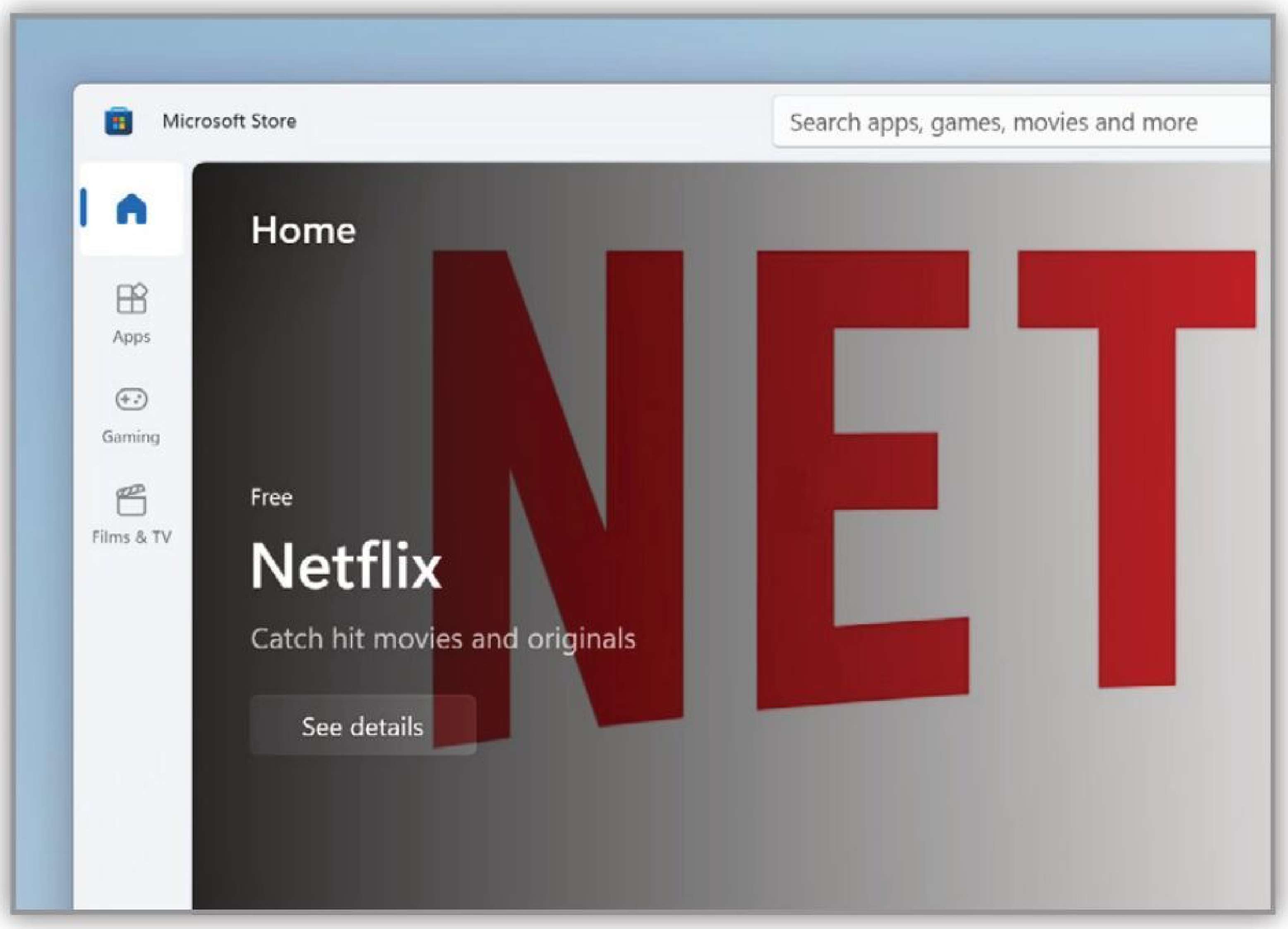
Step 5 Click on the Open button and the app will launch. This will work for most, if not all the available apps on the App Store. Some may require further steps, such as signing into a third-party account – the Twitter app, for example, requires you to have a Twitter account.


videos
music
browse
network
Videos Shows Camera roll
we did not find video
however you may find what you're looking for here
shows ›
camera roll ›

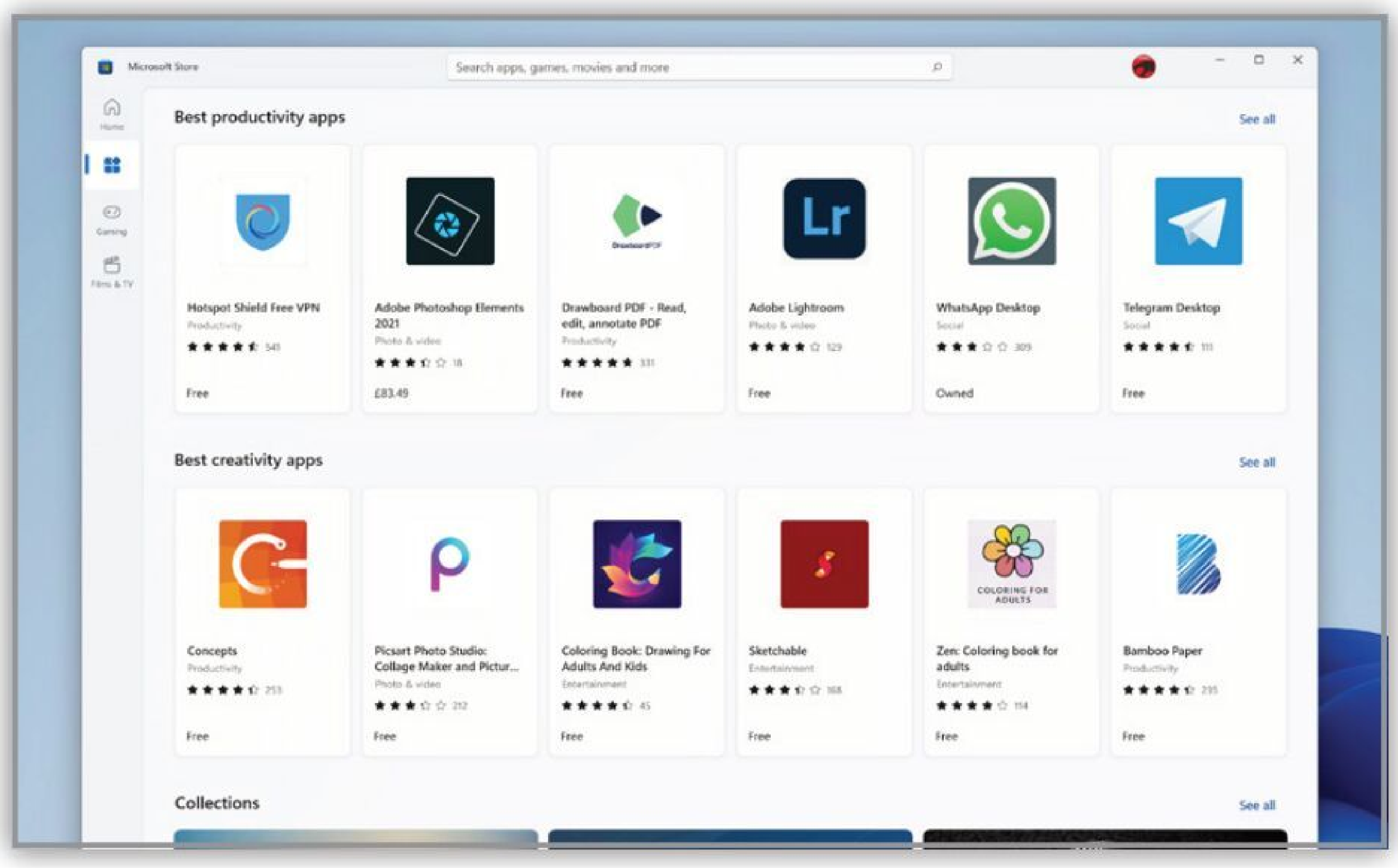
Step 6 Sadly, you can't remove an app via the App Store. To remove an App Store installed app, locate it within the taskbar Start button, right-click the app, and select Uninstall from the list. This will remove the app, and any associated elements that were installed by the App Store. Anything you've added outside the App Store may remain, however.


VLC
Pin to Start
Pin to taskbar
App settings
Uninstall
Remove from list
Twitter
Recently ad
Skype
Recently ad
Windows 11
Tuesday at
David Hayward

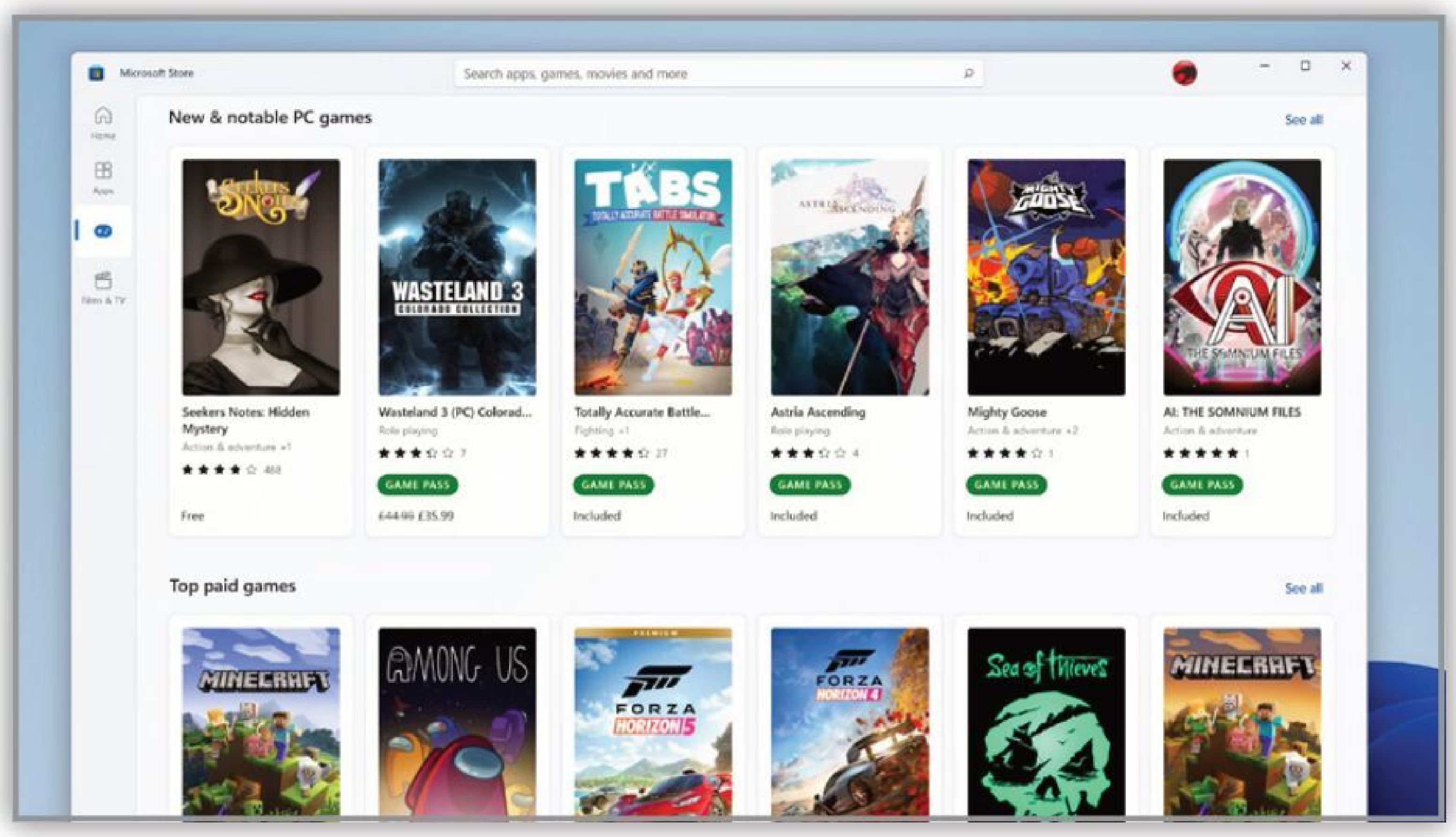
Step 7 You'll notice that down the left-hand panel of the App Store Home screen, are a number of category icons: Home, Apps, Gaming, Films & TV; and further down the screen, Library and Help. The Home button will return you to the main Home screen, click the Apps button next.


Microsoft Store
Search apps, games, movies and more
Home
Apps
Gaming
Films & TV
Free
Netflix
Catch hit movies and originals
See details

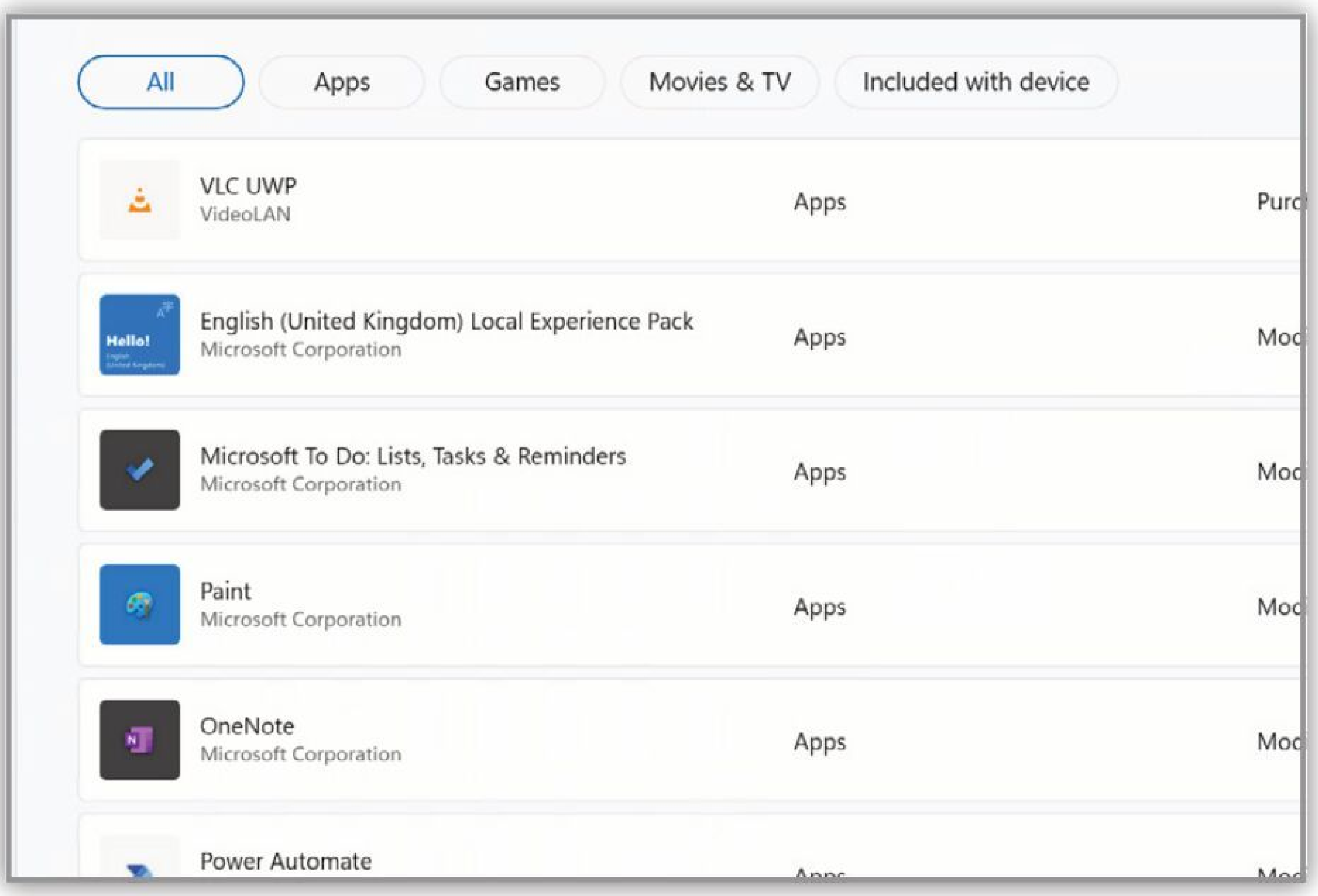
Step 8 The App category simply removes the Gaming and Films & TV entries in the Home screen, to help you find what you're looking for without unnecessary content getting in the way. Scrolling down through the Apps section reveals best selling apps, collections, and specific apps such as productivity, photo and video editing and so on.


Best productivity apps
Best creativity apps
Collections

Step 9 The Gaming category does the same, but removes the other apps and retains all the apps relating to games. Again, you can scroll down to reveal top free games, highest rated, top paid, and special deals that may be currently running on the App Store. Films & TV is identical in behaviour, but displays the latest titles to rent or buy.


New & notable PC games
Top paid games

Step 10 The Library section will detail all the apps you currently have installed on your Windows 11 system. These can be further broken down into Apps, Games and Movies & TV; as well as the apps that are included in Windows 11 by default. You can also check for any app updates, and Share the app across other devices.


All
Apps
Games
Movies & TV
Included with device

VLC UWP VideoLAN	Apps	Purc
English (United Kingdom) Local Experience Pack Microsoft Corporation	Apps	Mod
Microsoft To Do: Lists, Tasks & Reminders Microsoft Corporation	Apps	Mod
Paint Microsoft Corporation	Apps	Mod
OneNote Microsoft Corporation	Apps	Mod
Power Automate		

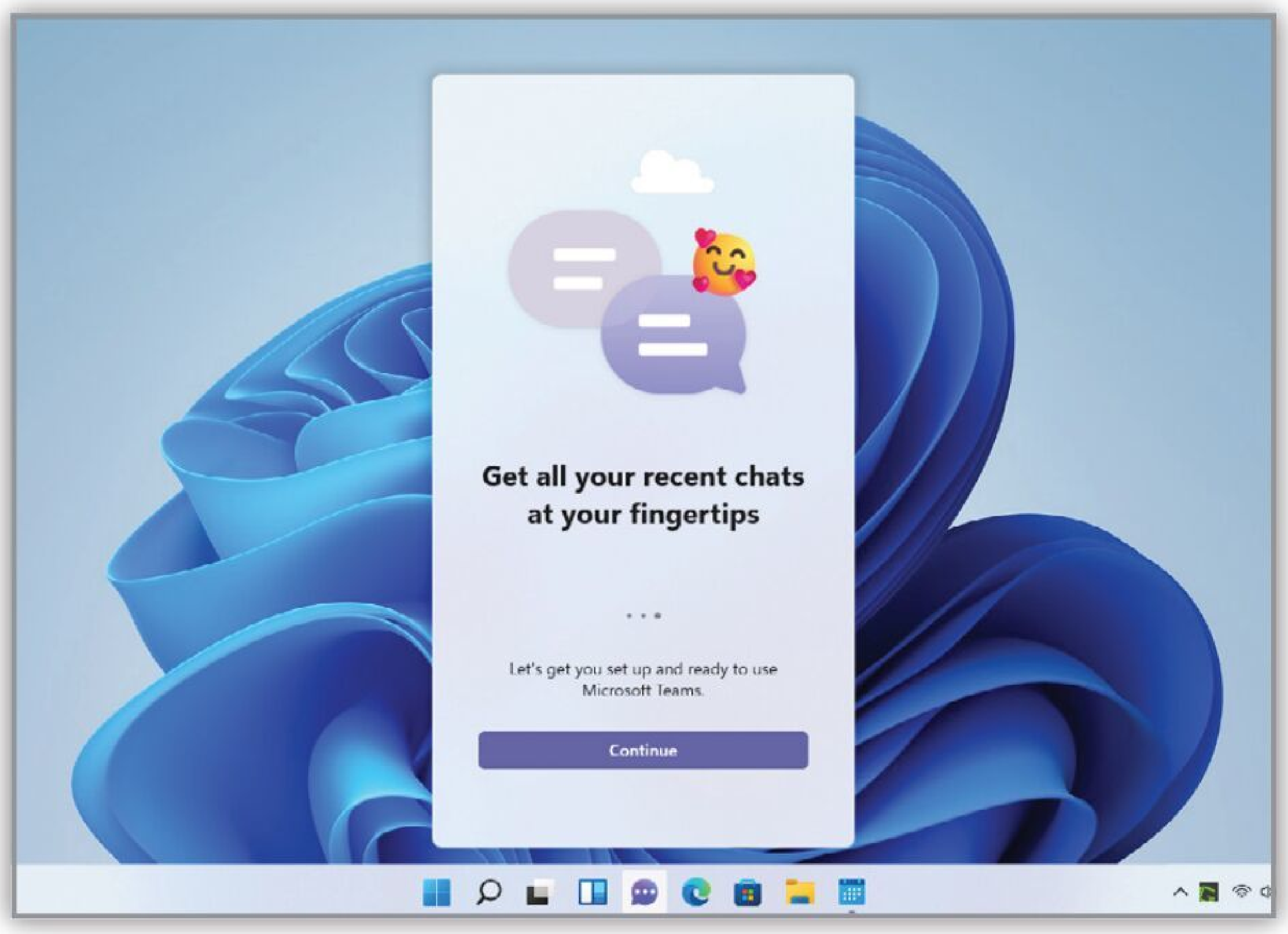
How to Use Teams Chat

Online meetings have been a big thing recently, so the addition of Microsoft Teams to Windows 11 makes sense. You'll need a Microsoft Teams account set up to use the chat and video meeting tools, but once you have, remote working becomes a whole lot easier.

Setting Up the Teams App

Getting started with Microsoft Teams on Windows 11 is relatively easy if you have a Teams account already set up, which we assume you do if you are trying to use this app.

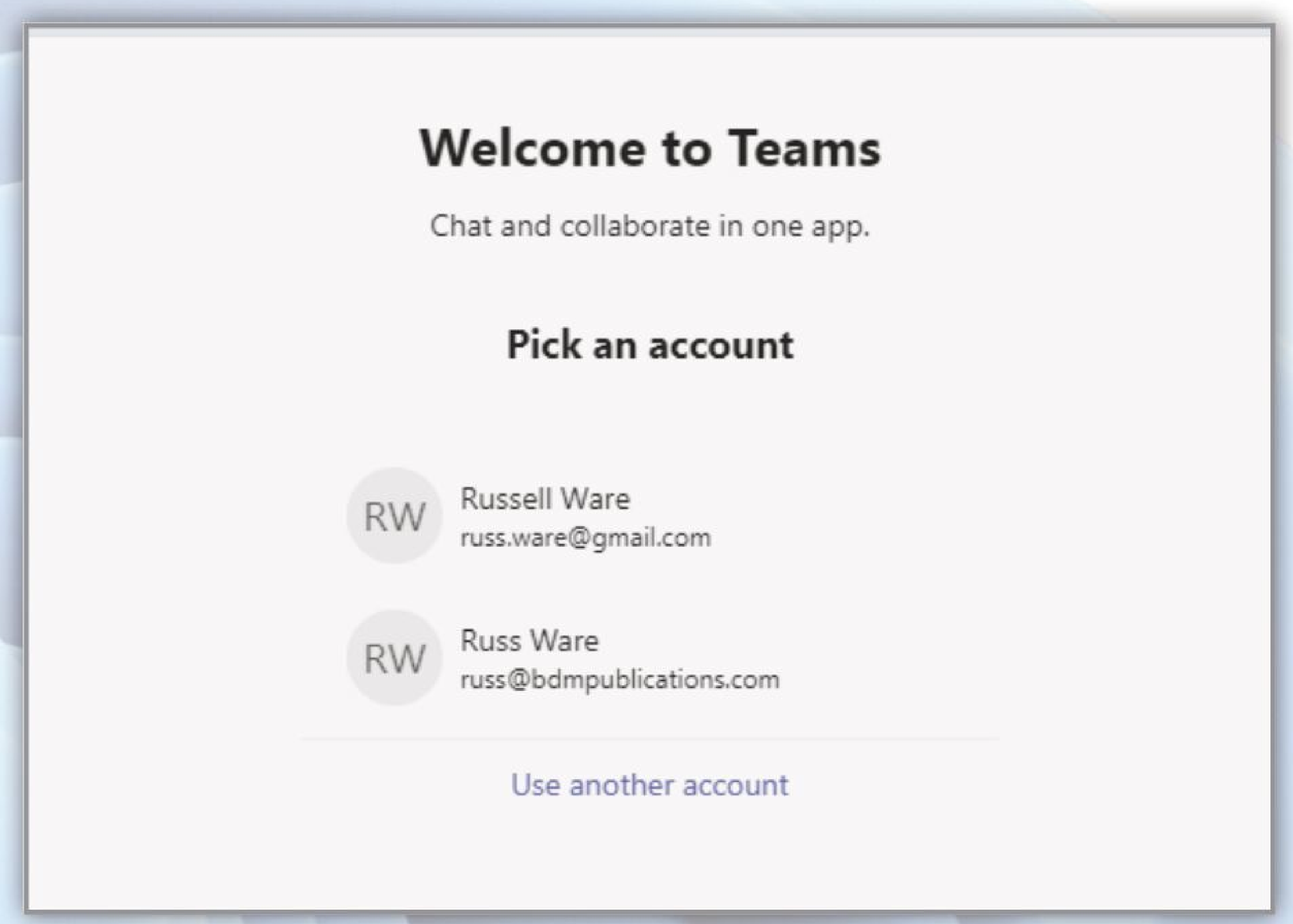
Step 1 Click the Teams Chat icon in the taskbar, or open the Teams app in the main apps list. If your Microsoft account email matches the one you use when setting up your Teams account, the app should automatically detect it, and log you in to the app after a few moments.



Get all your recent chats at your fingertips

Let's get you set up and ready to use Microsoft Teams.

Step 2 If the app doesn't recognise your email address, it will open the Teams login screen. Here you can choose an account to sign in to (if any are displayed), or you can pick another account. If you have yet to set up an account, you can use the link at the bottom and set one up in the browser.



Welcome to Teams

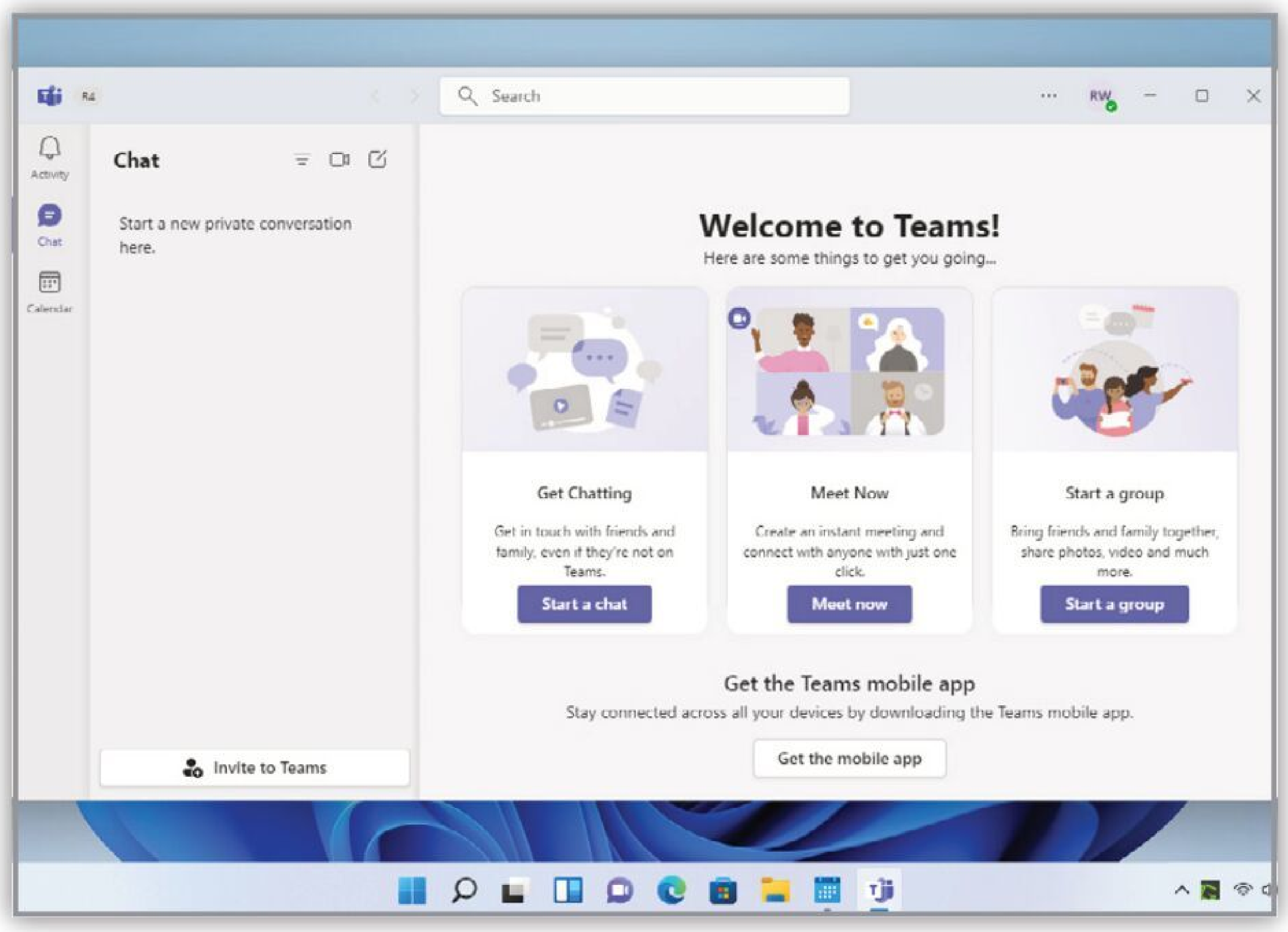
Chat and collaborate in one app.

Pick an account

RW Russell Ware
russ.ware@gmail.com

RW Russ Ware
russ@bdmpublications.com

Step 3 Once signed in to your Teams account, the main app window will open. If you automatically signed in by clicking the Chat icon (step 1), you can access the Teams app by clicking the "Open Microsoft Teams" link at the bottom of the chat pop-up window on the taskbar.



Start a new private conversation here.

Welcome to Teams!

Here are some things to get you going...

Get Chatting

Get in touch with friends and family, even if they're not on Teams.

Meet Now

Create an instant meeting and connect with anyone with just one click.

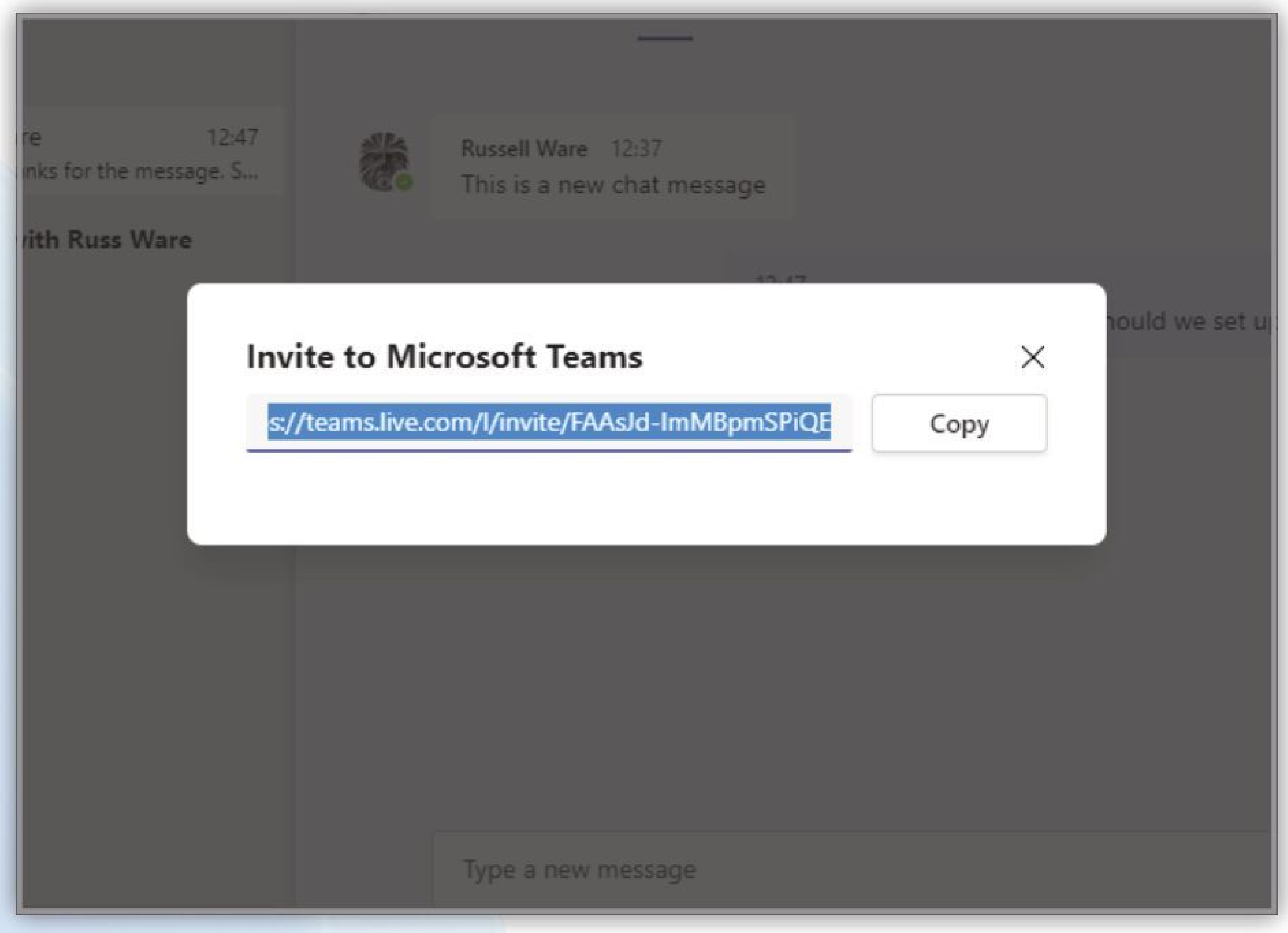
Start a group

Bring friends and family together, share photos, video and much more.

Get the Teams mobile app

Stay connected across all your devices by downloading the Teams mobile app.

Step 4 You can invite people to Teams using the button on the left sidebar. Clicking this will create a link that you can send to anyone you want to join Teams. You can invite people to chat by clicking the "Start a chat" button, then entering a name (if in your contacts), email address (anyone) or phone number.



Russell Ware 12:37
This is a new chat message

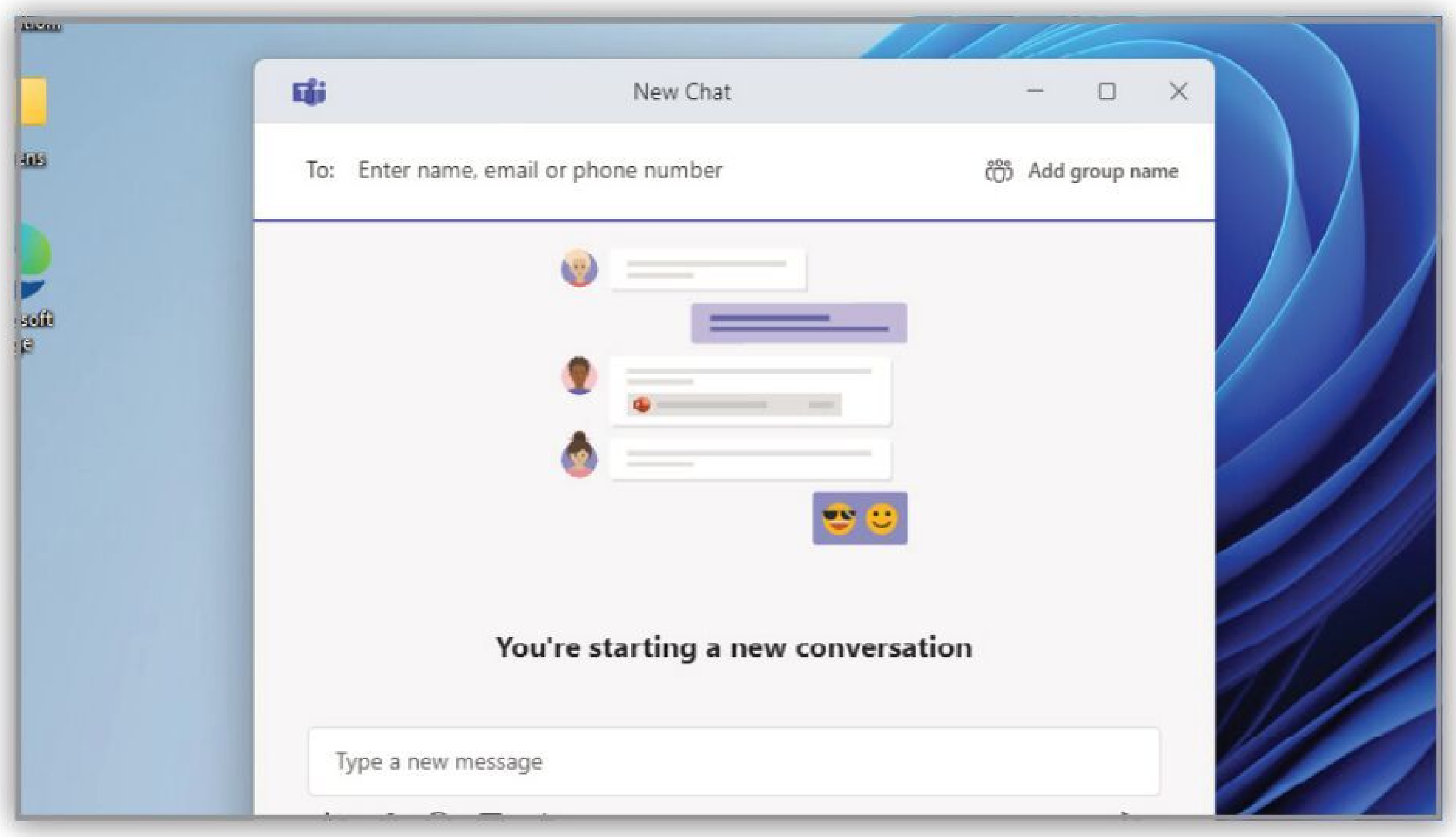
Invite to Microsoft Teams

s://teams.live.com/l/invite/FAAsJd-ImMBpmSPiQE

Meet and Chat in Teams

With Teams set up, you can now easily start or join meetings, or chat with others who are also using Microsoft Teams. Either from the main app or by using the taskbar tool.

Step 1 To begin a chat, click the Teams Chat icon in the taskbar. From the pop-up window, click on the Chat button. In the new window that opens, enter a contact name, email address or phone number. Type your message and that person will receive a notification telling them you want to start a chat.

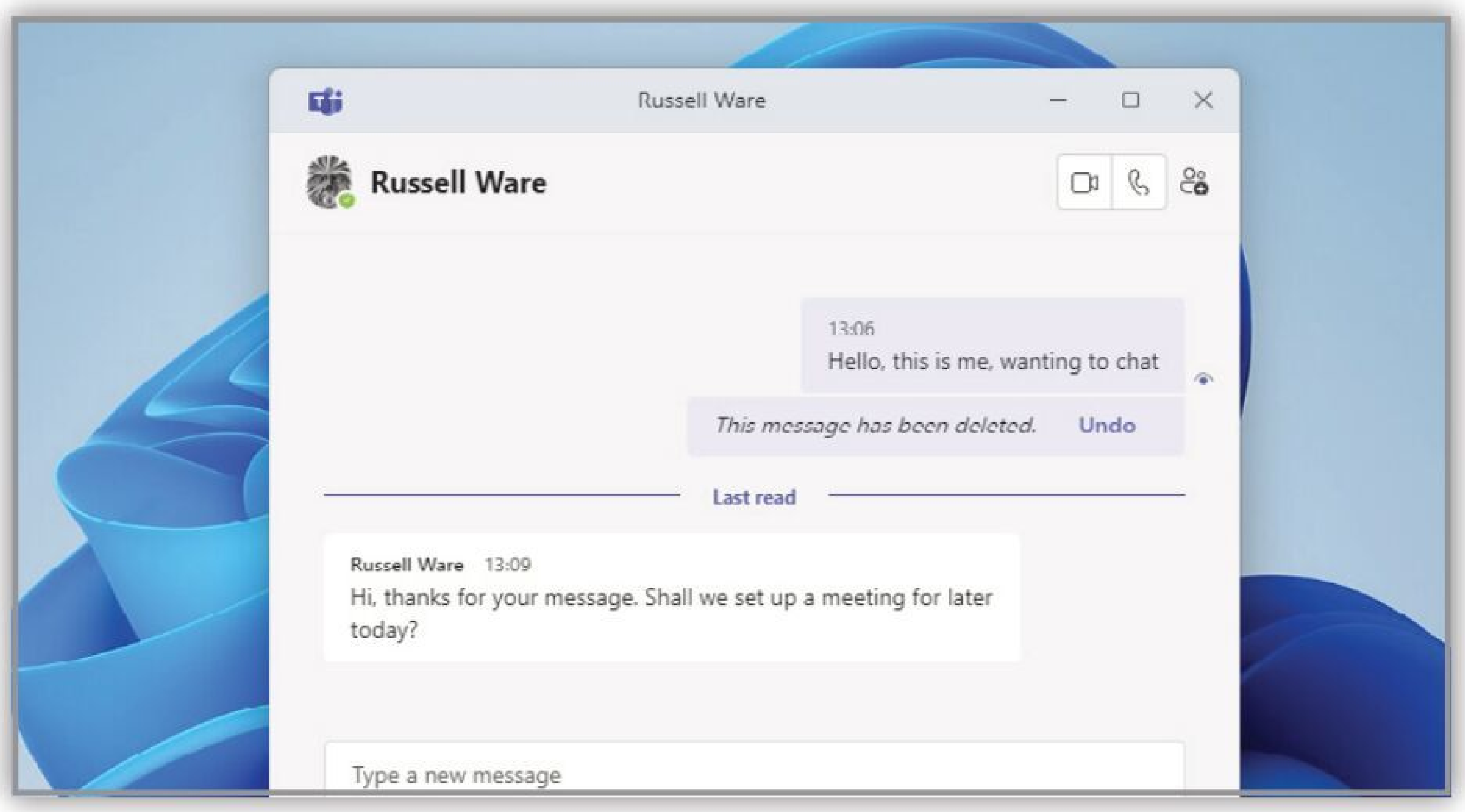


To: Enter name, email or phone number

You're starting a new conversation

Type a new message

Step 2 Your messages, and the replies, are shown in the conversation window. You can attach and send files via the chat by clicking the paper clip icon. If you want to switch from a text chat to an audio or video call, click either of the buttons at the top-right of the chat window.



Russell Ware

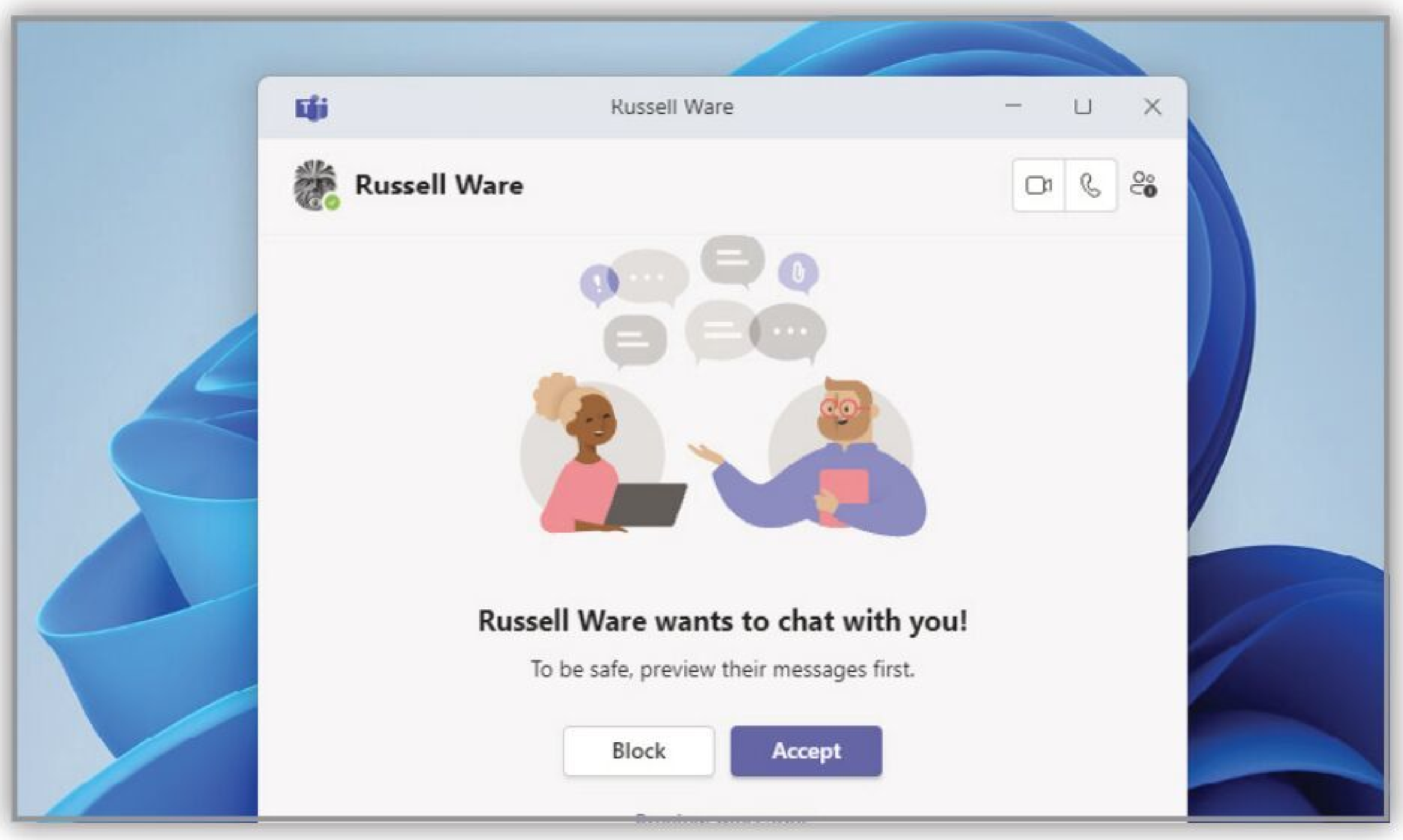
13:06
Hello, this is me, wanting to chat

This message has been deleted. Undo

Russell Ware 13:09
Hi, thanks for your message. Shall we set up a meeting for later today?

Type a new message

Step 3 If you receive a chat request, you will see a notification in the main Notification center (Action center), and a badge will appear on the chat icon in the taskbar. You can choose to accept or reject the chat request. If you accept, the message will appear and you can start chatting.

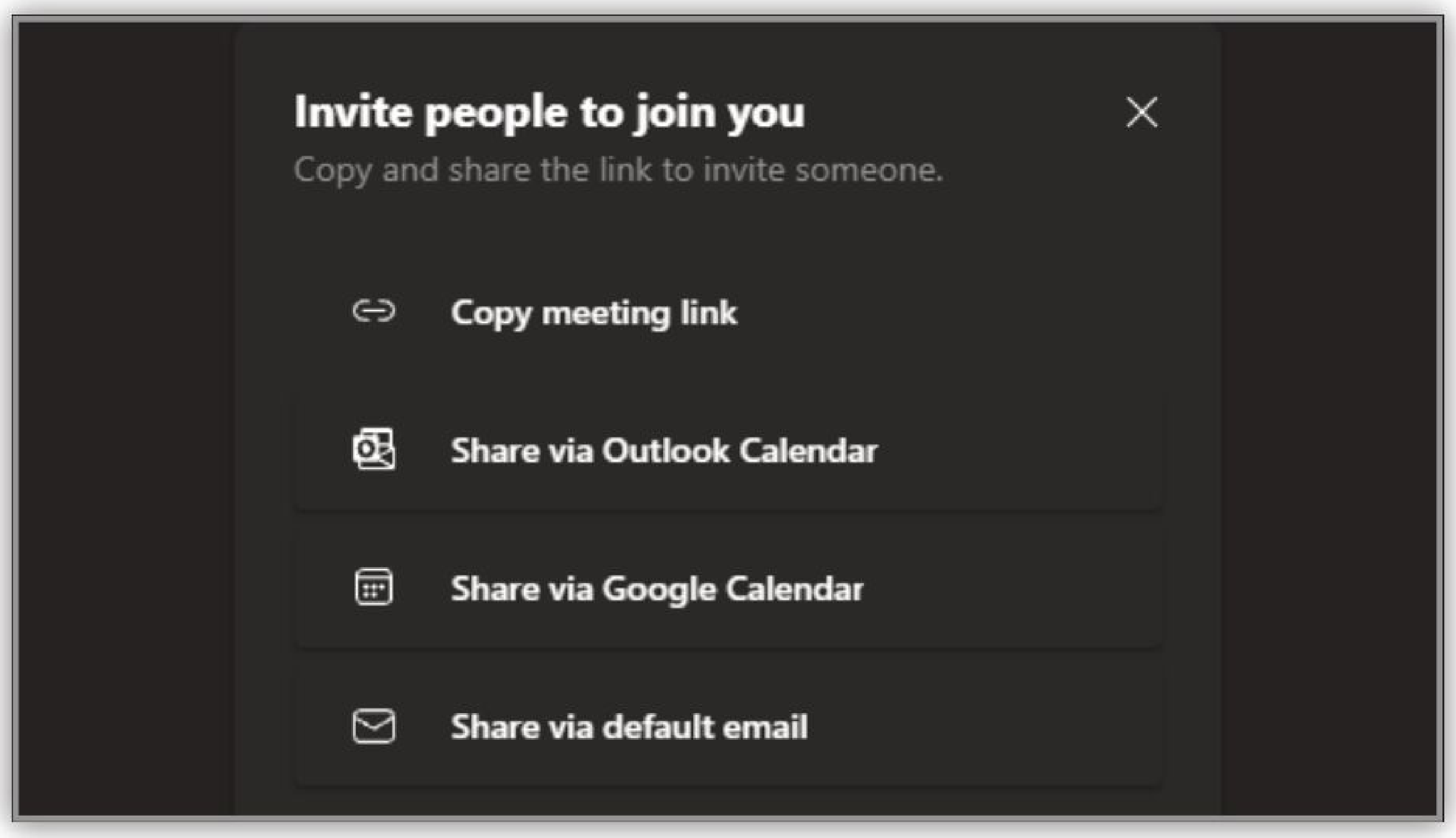


Russell Ware

Russell Ware wants to chat with you!

To be safe, preview their messages first.

Step 4 To start a meeting, click the Meet button. Give your meeting a name, and you will then be shown several ways to invite people. These include a link you can send, via Outlook Calendar, Google calendar or email. Once shared, you can start the meeting and wait for others to join.

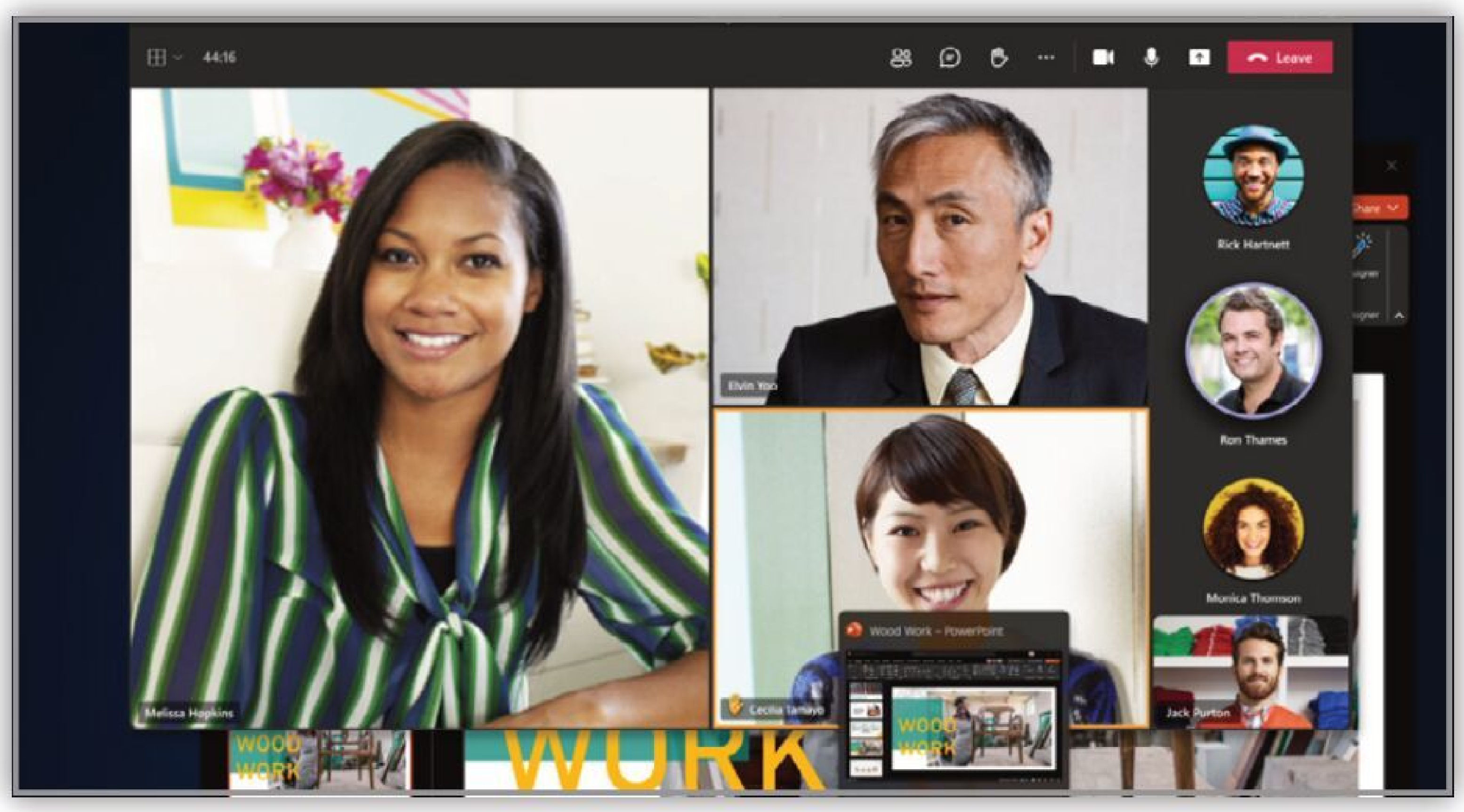


Invite people to join you

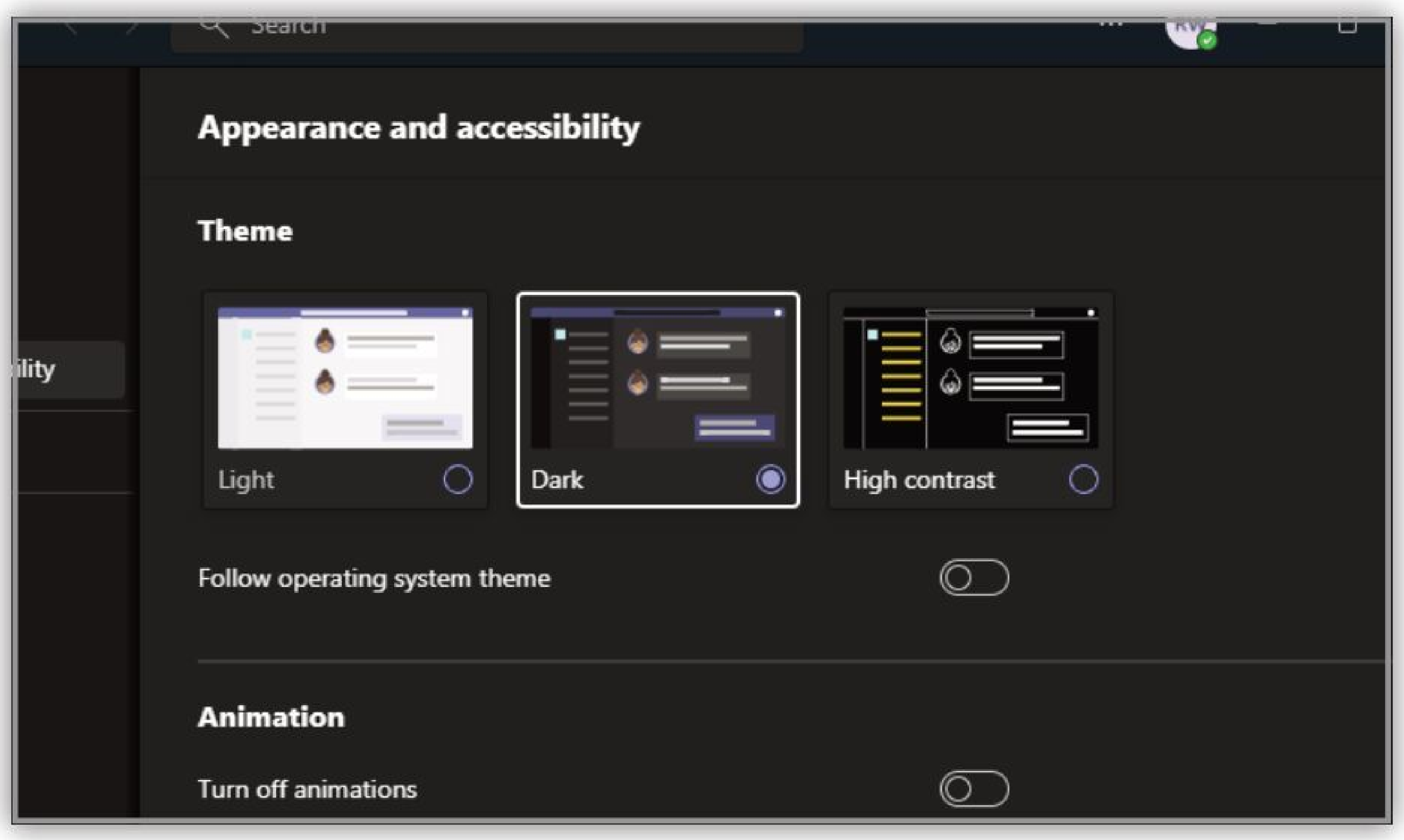
Copy and share the link to invite someone.

- Copy meeting link
- Share via Outlook Calendar
- Share via Google Calendar
- Share via default email

Step 5 Once you are in the meeting you have controls to enable/disable the microphone, enable/disable the camera or set a background blur, etc. To leave a meeting, you just have to click the red Hang up button. If the meeting host ends the meeting, you will automatically be hung up from everyone.



Step 6 You can change the look of the Teams app and Teams Chat in the app settings. Under Appearance & Accessibility, choose from light, dark or high contrast themes. You can also choose to turn off animations, select the app language and change how you are notified of new chats and meetings.



Appearance and accessibility

Theme

Light ○ Dark ● High contrast ○

Follow operating system theme

Animation

Turn off animations

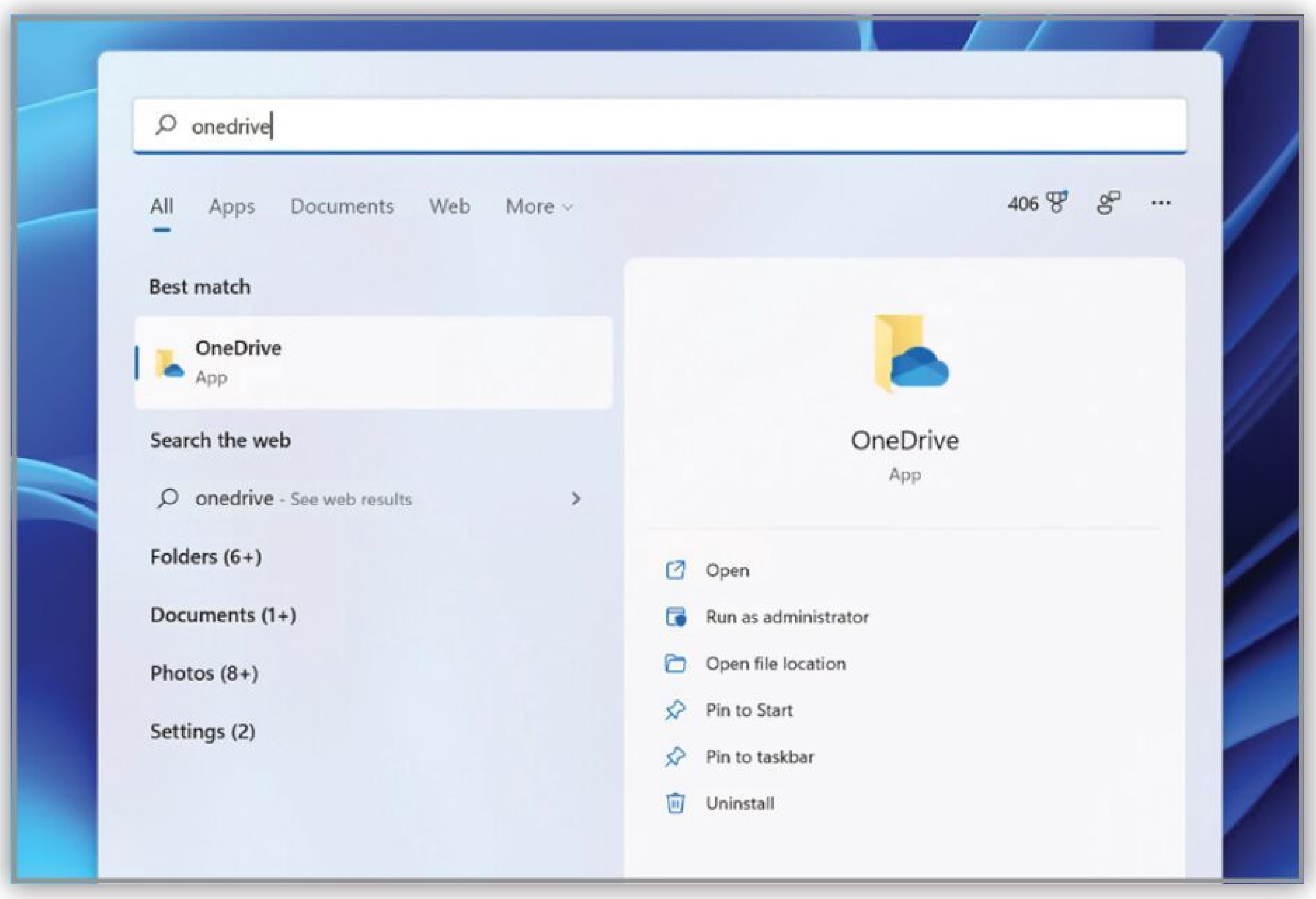
Using OneDrive Cloud Storage

Microsoft's OneDrive has vastly improved over the years. Where once it was a simple backup and online storage solution, today it's now a connected collaborative service, with many excellent features. All of which make it one of the best cloud services available.

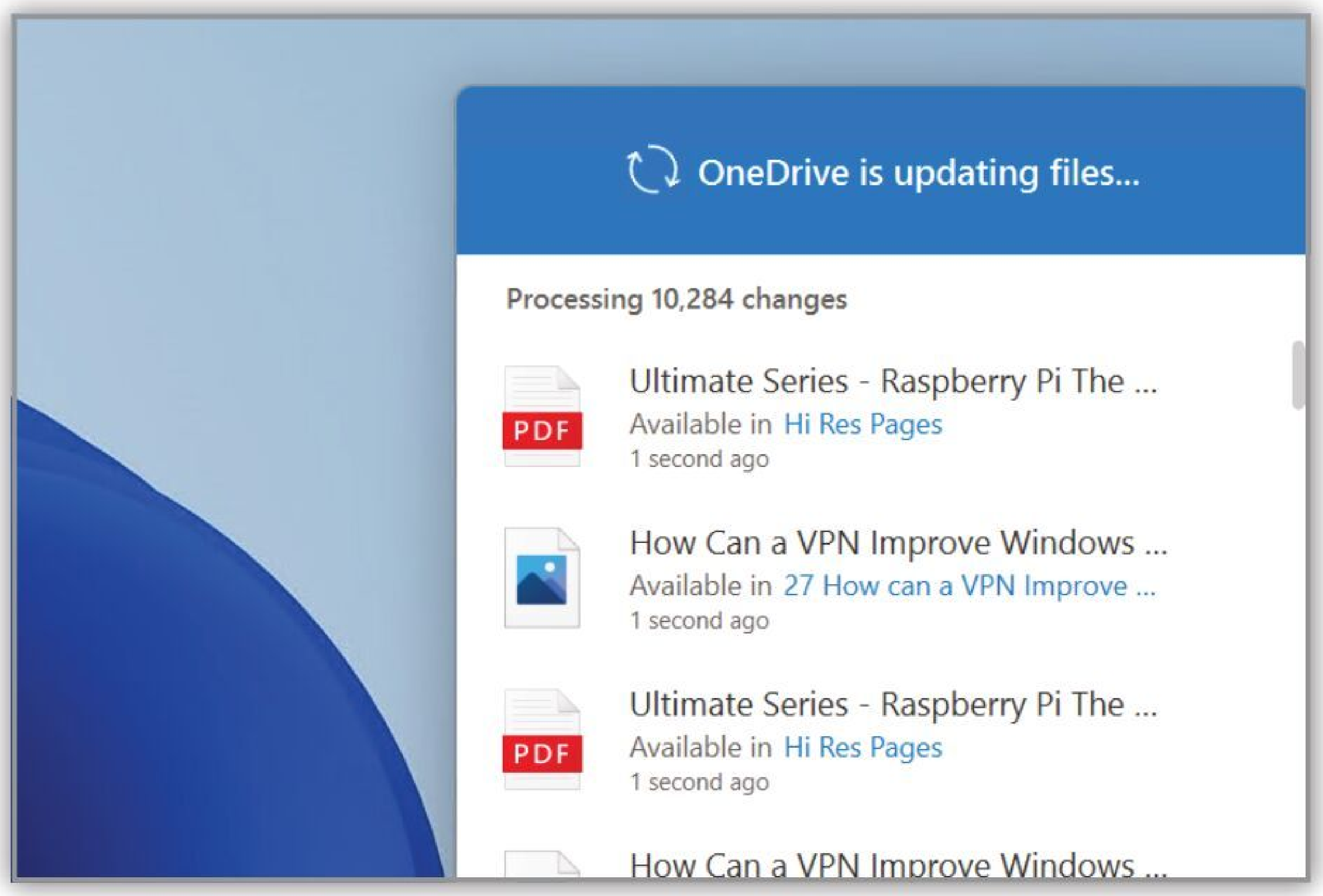
Silver Linings

Here's a quick guide on how to get the best from your OneDrive service, and how to ensure that your important data is always backed up and safely stored within that voluminous online cloud.

Step 1 You can check to see if you have Microsoft's OneDrive already loaded on your Windows 11 computer by clicking in the notification area in the bottom-right of the desktop. You're looking for a cloud icon. If it's not there, simply click the Windows Start button and type 'OneDrive'. Click the OneDrive app that appears in the list.


onedrive

Step 2 You may be asked to sign in with your Microsoft account, follow the instructions, and you'll notice that the cloud icon in the notification area may have an extra icon over it to indicate it's synchronising with your computer and OneDrive. If you click it, you'll notice a flurry of activity, this is because OneDrive is automatically backing up your files.


OneDrive is updating files...

Processing 10,284 changes

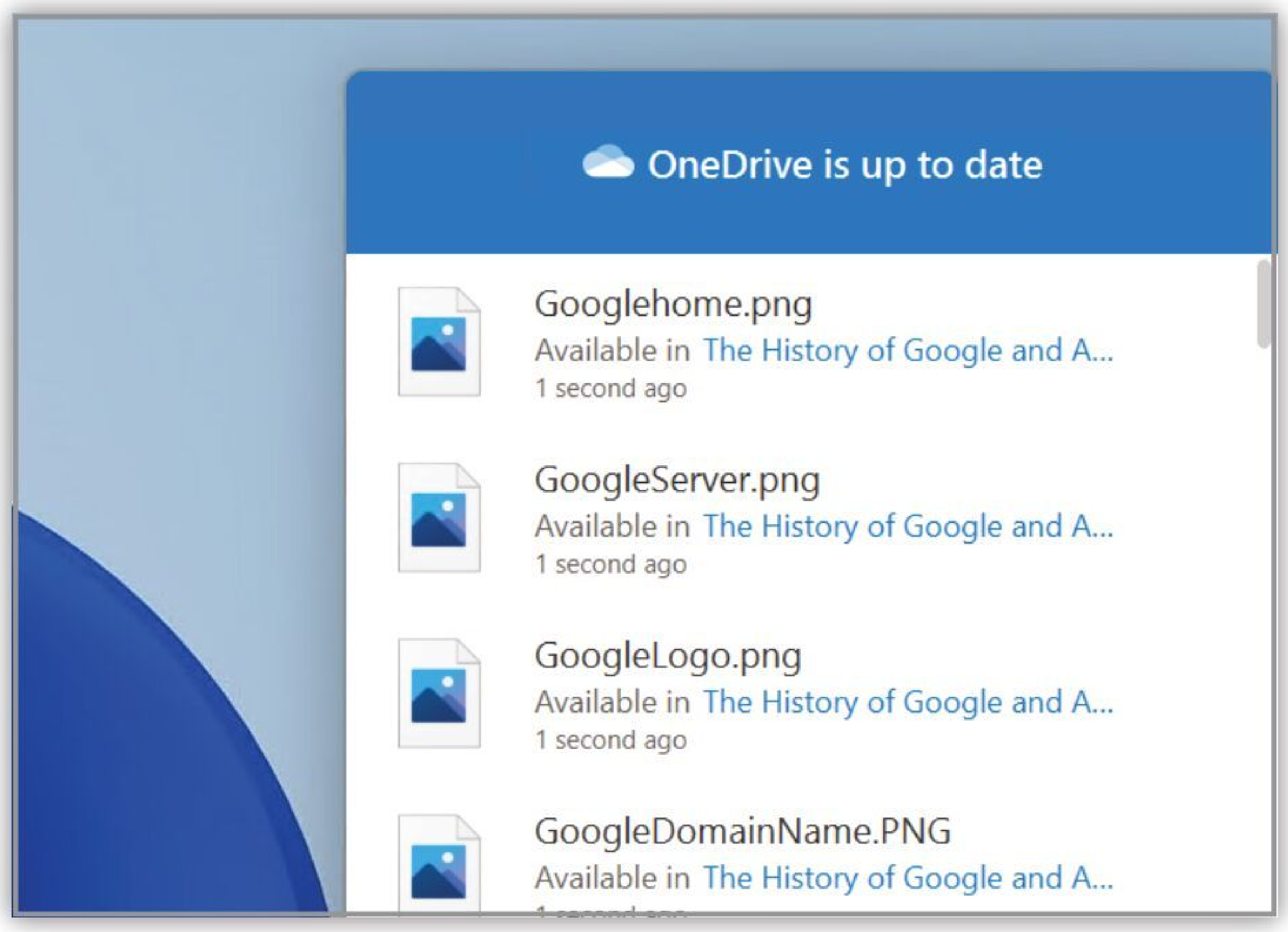
Ultimate Series - Raspberry Pi The ...
Available in Hi Res Pages
1 second ago

How Can a VPN Improve Windows ...
Available in 27 How can a VPN Improve ...
1 second ago

Ultimate Series - Raspberry Pi The ...
Available in Hi Res Pages
1 second ago

How Can a VPN Improve Windows ...

Step 3 When your current files on your computer have been backed up, a OneDrive notification will inform you that OneDrive is up to date. This will also list the files that have been synced across from your PC to your OneDrive area in the cloud. You can scroll though the list to view the files synced.


OneDrive is up to date

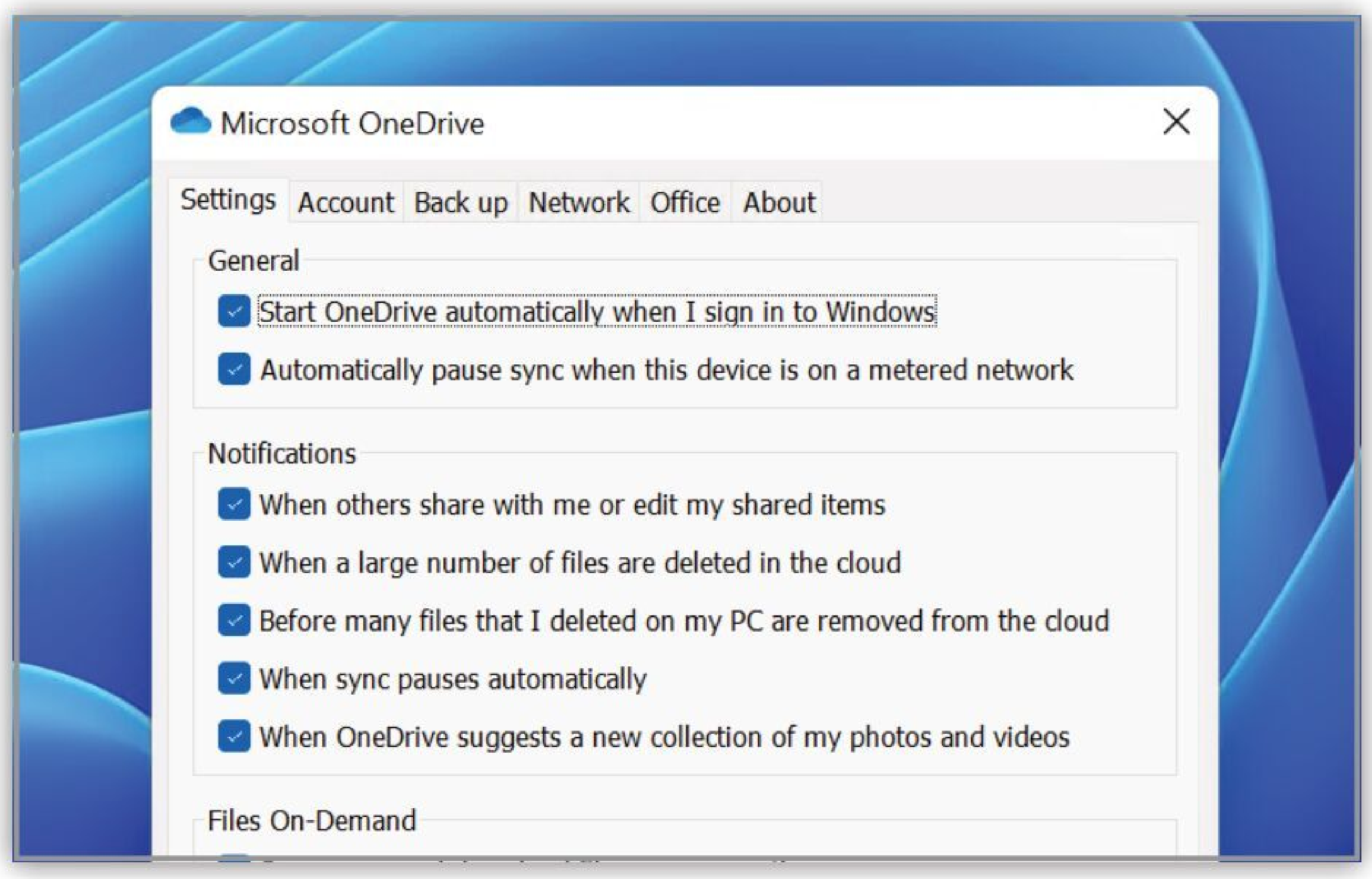
Googlehome.png
Available in The History of Google and A...
1 second ago

GoogleServer.png
Available in The History of Google and A...
1 second ago

GoogleLogo.png
Available in The History of Google and A...
1 second ago

GoogleDomainName.PNG
Available in The History of Google and A...

Step 4 Right-click the OneDrive cloud icon in the notification area. This will bring up a menu; click on the Settings option within the menu. The OneDrive Settings menu is divided into several tabs. To begin with, ensure that in the Settings tab, the first option, Start OneDrive automatically when I sign into Windows, is ticked. Otherwise, your auto-backups are pointless.

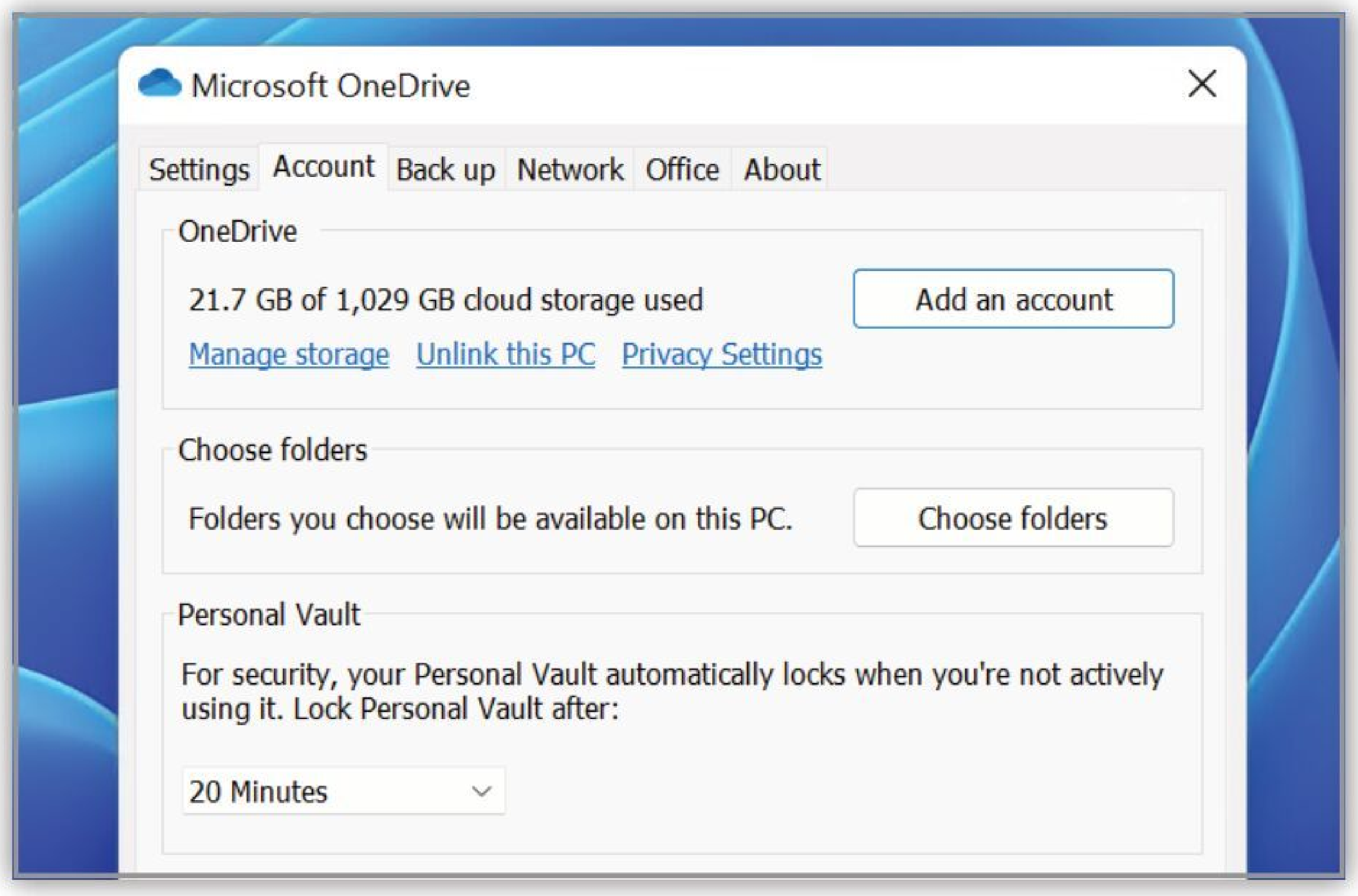

Microsoft OneDrive

General
☑ Start OneDrive automatically when I sign in to Windows
☑ Automatically pause sync when this device is on a metered network

Notifications
☑ When others share with me or edit my shared items
☑ When a large number of files are deleted in the cloud
☑ Before many files that I deleted on my PC are removed from the cloud
☑ When sync pauses automatically
☑ When OneDrive suggests a new collection of my photos and videos

Files On-Demand

Step 5 In the Account tab, you can choose to Unlink the PC with the OneDrive account, Add another Microsoft OneDrive account (such as your work account), and Choose which folders will be available on the PC in your personal OneDrive File Explorer area.


Microsoft OneDrive
Settings
Account
Back up
Network
Office
About
Add an account
Manage storage
Unlink this PC
Privacy Settings
Choose folders
20 Minutes

OneDrive

21.7 GB of 1,029 GB cloud storage used

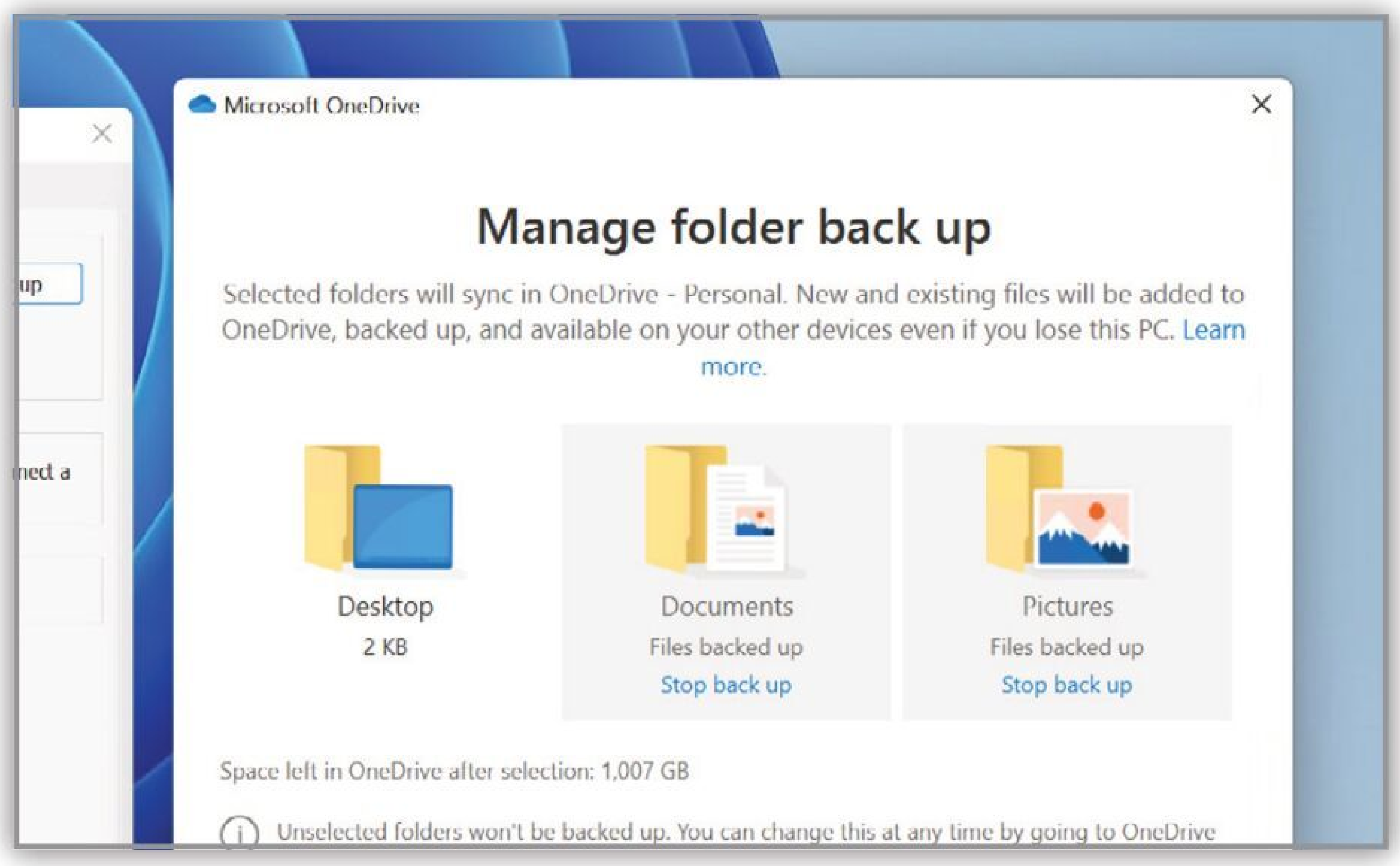
Choose folders

Folders you choose will be available on this PC.

Personal Vault

For security, your Personal Vault automatically locks when you're not actively using it. Lock Personal Vault after:

Step 6 In the Backup Tab, click the Manage Back Up button. These are the default, important folders on your PC that will automatically be backed up by OneDrive. You can de-select these folders whenever you want, but they won't be available to other Windows or Microsoft devices when you login to them.


Microsoft OneDrive
Desktop
2 KB
Documents
Files backed up
Stop back up
Pictures
Files backed up
Stop back up

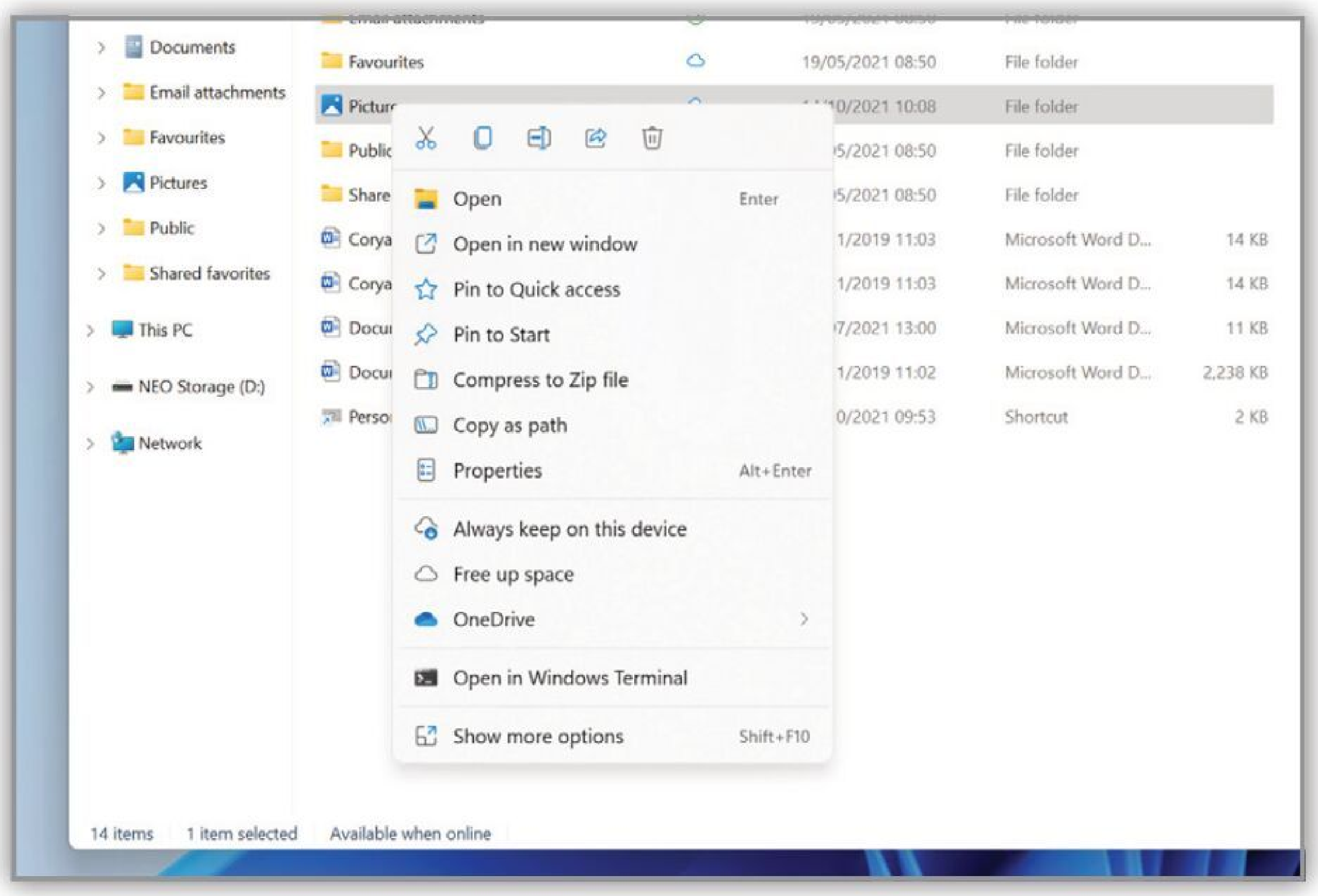
Manage folder back up

Selected folders will sync in OneDrive - Personal. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.

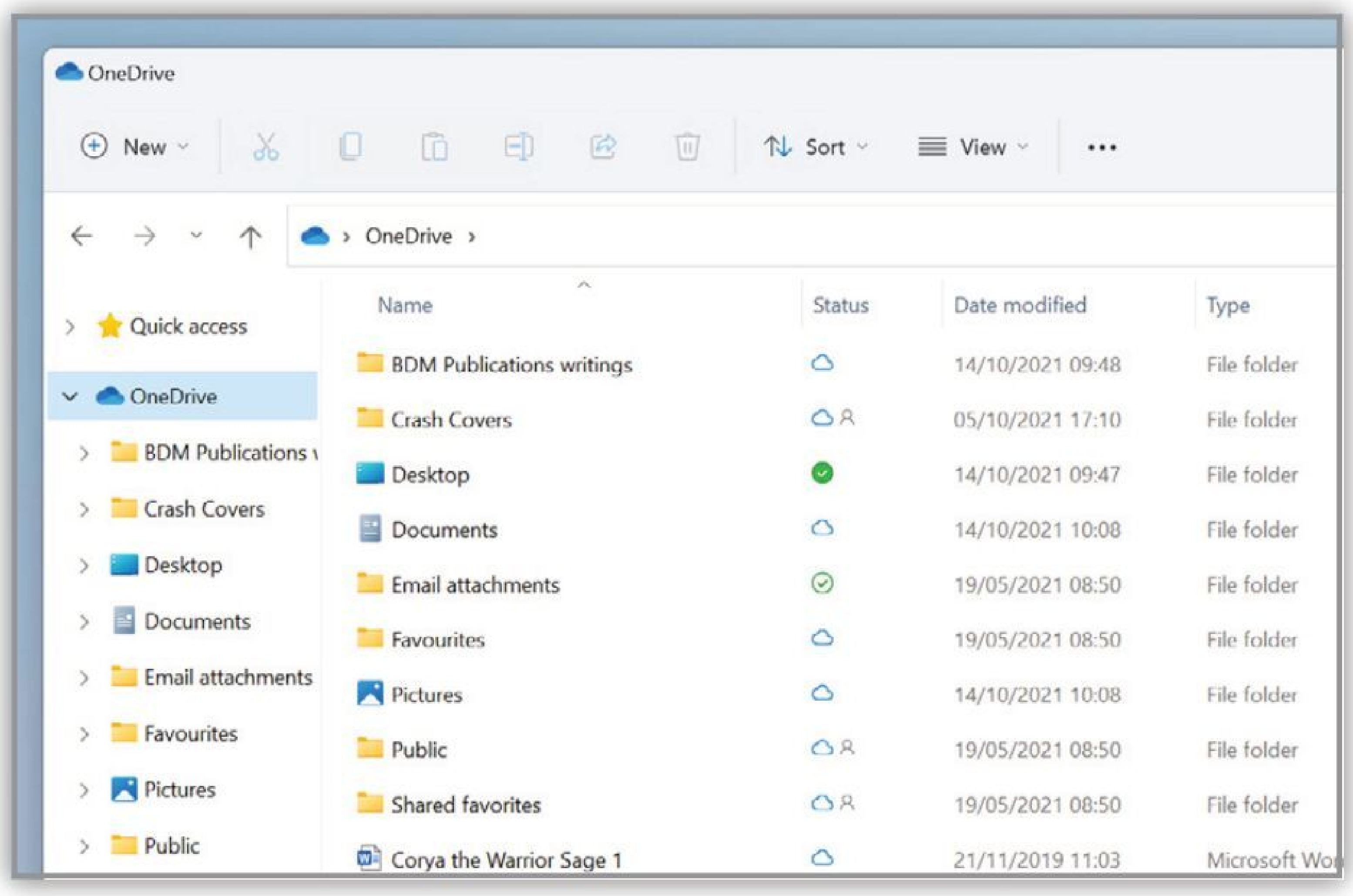
Space left in OneDrive after selection: 1,007 GB

Unselected folders won't be backed up. You can change this at any time by going to OneDrive

Step 7 If you close the OneDrive Settings window, and now open File Explorer, you'll notice a new section in the left-hand pane: OneDrive. This is where you can work with your online files from your PC. They'll only be available on demand, but can be made available permanently by right-clicking and selecting Always Keep on this Device.

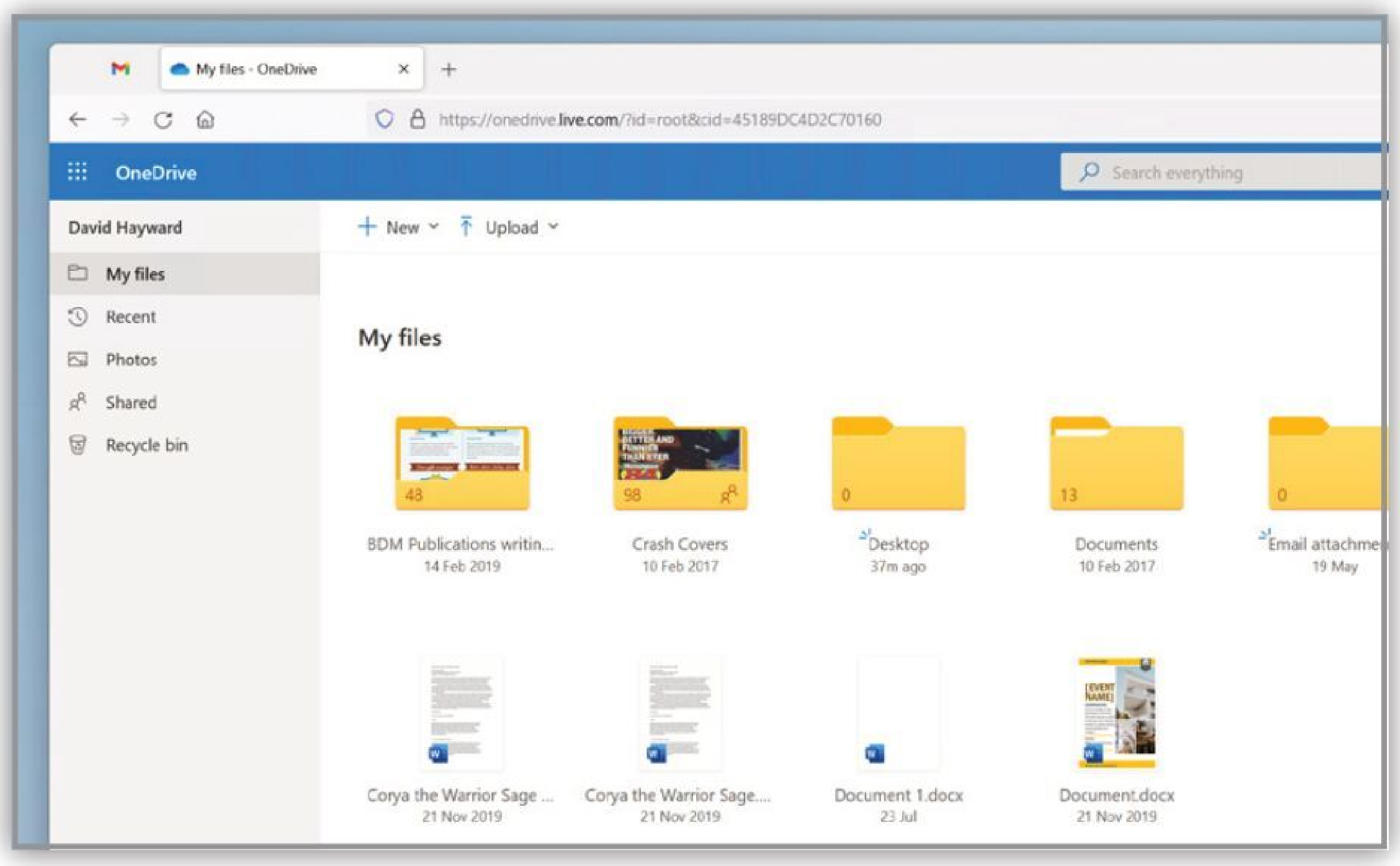

Documents
Email attachments
Favourites
Pictures
Public
Shared favorites
This PC
NEO Storage (D:)
Network
Favourites
Pictur
Public
Share
Corya
Corya
Docu
Docu
Perso
Open
Enter
Open in new window
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties
Alt+Enter
Always keep on this device
Free up space
OneDrive
Open in Windows Terminal
Show more options
Shift+F10
14 items
1 item selected
Available when online

Step 8 If you need to ensure that any file or folder is to be backed up to OneDrive, they must exist in either the main Documents, Pictures or Desktop folders within your user area, or be copied to the OneDrive folder. This will make sure they're synchronised with your online OneDrive storage area.

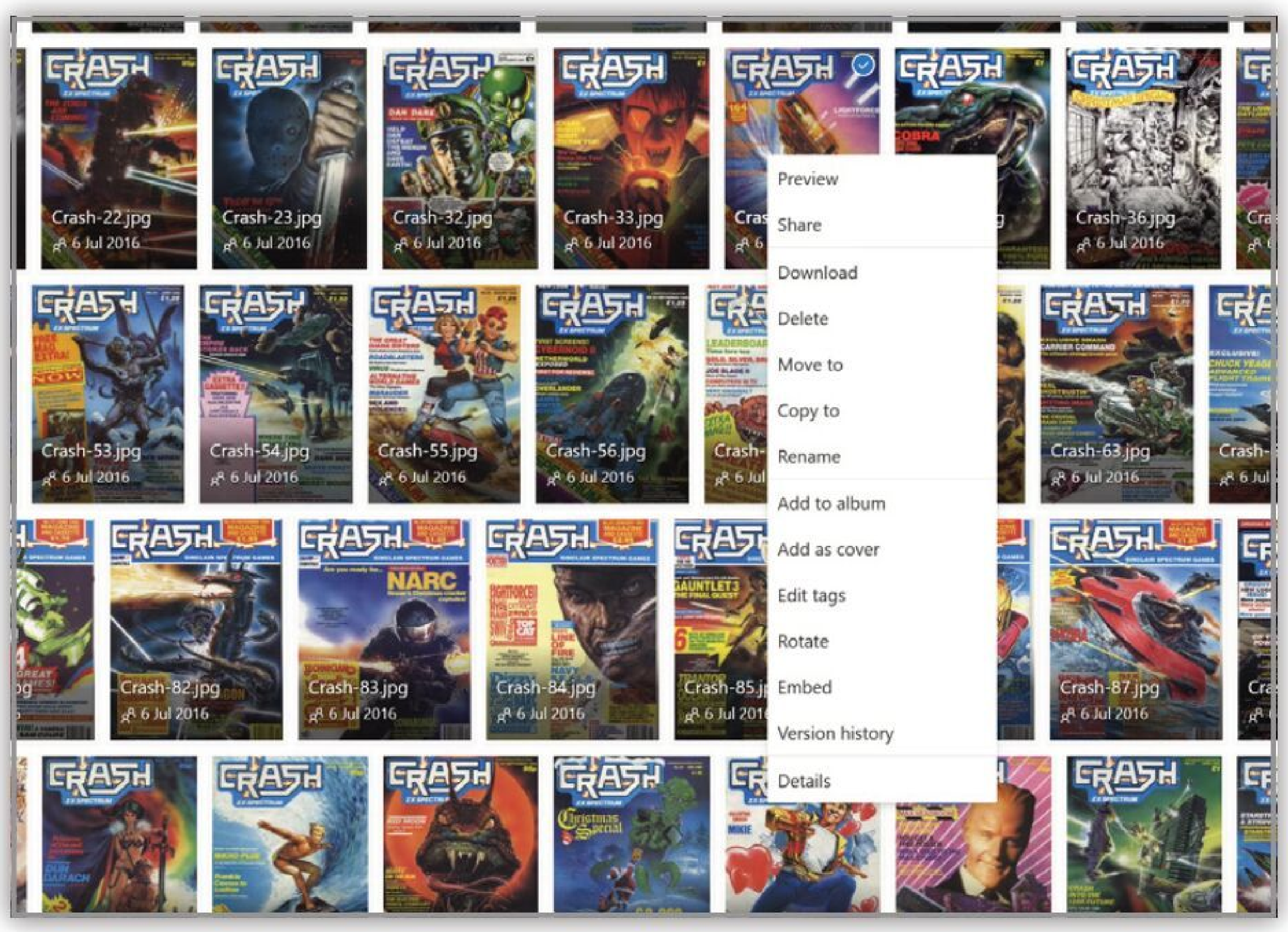

OneDrive
New
Sort
View
OneDrive
Quick access
OneDrive
BDM Publications \
Crash Covers
Desktop
Documents
Email attachments
Favourites
Pictures
Public

Name	Status	Date modified	Type
BDM Publications writings		14/10/2021 09:48	File folder
Crash Covers		05/10/2021 17:10	File folder
Desktop		14/10/2021 09:47	File folder
Documents		14/10/2021 10:08	File folder
Email attachments		19/05/2021 08:50	File folder
Favourites		19/05/2021 08:50	File folder
Pictures		14/10/2021 10:08	File folder
Public		19/05/2021 08:50	File folder
Shared favorites		19/05/2021 08:50	File folder
Corya the Warrior Sage 1		21/11/2019 11:03	Microsoft Wo

Step 9 If you again right-click the OneDrive cloud icon in the notification area, and select the View Online option, a web browser window will open and take you directly to your OneDrive storage area in the cloud. This area is available from any device that's connected to the Internet.


My files - OneDrive
https://onedrive.live.com/?id=root&cid=45189DC4D2C70160
OneDrive
Search everything
David Hayward
My files
Recent
Photos
Shared
Recycle bin
New
Upload
My files
48
BDM Publications writin...
14 Feb 2019
98
Crash Covers
10 Feb 2017
0
Desktop
37m ago
13
Documents
10 Feb 2017
0
Email attachme
19 May
Corya the Warrior Sage ...
21 Nov 2019
Corya the Warrior Sage....
21 Nov 2019
Document 1.docx
23 Jul
Document.docx
21 Nov 2019

Step 10 From within the online OneDrive view, you can create files and folders, view image galleries, move, copy, rename, upload, and most importantly, share any of the content with others. Everything can be done via the top menu bar, or by right-clicking each of the files or folders within your area.


Crash-22.jpg
Crash-23.jpg
Crash-32.jpg
Crash-33.jpg
Crash-36.jpg
Crash-53.jpg
Crash-54.jpg
Crash-55.jpg
Crash-56.jpg
Crash-63.jpg
Crash-82.jpg
Crash-83.jpg
Crash-84.jpg
Crash-87.jpg
6 Jul 2016
Preview
Share
Download
Delete
Move to
Copy to
Rename
Add to album
Add as cover
Edit tags
Rotate
Embed
Version history
Details

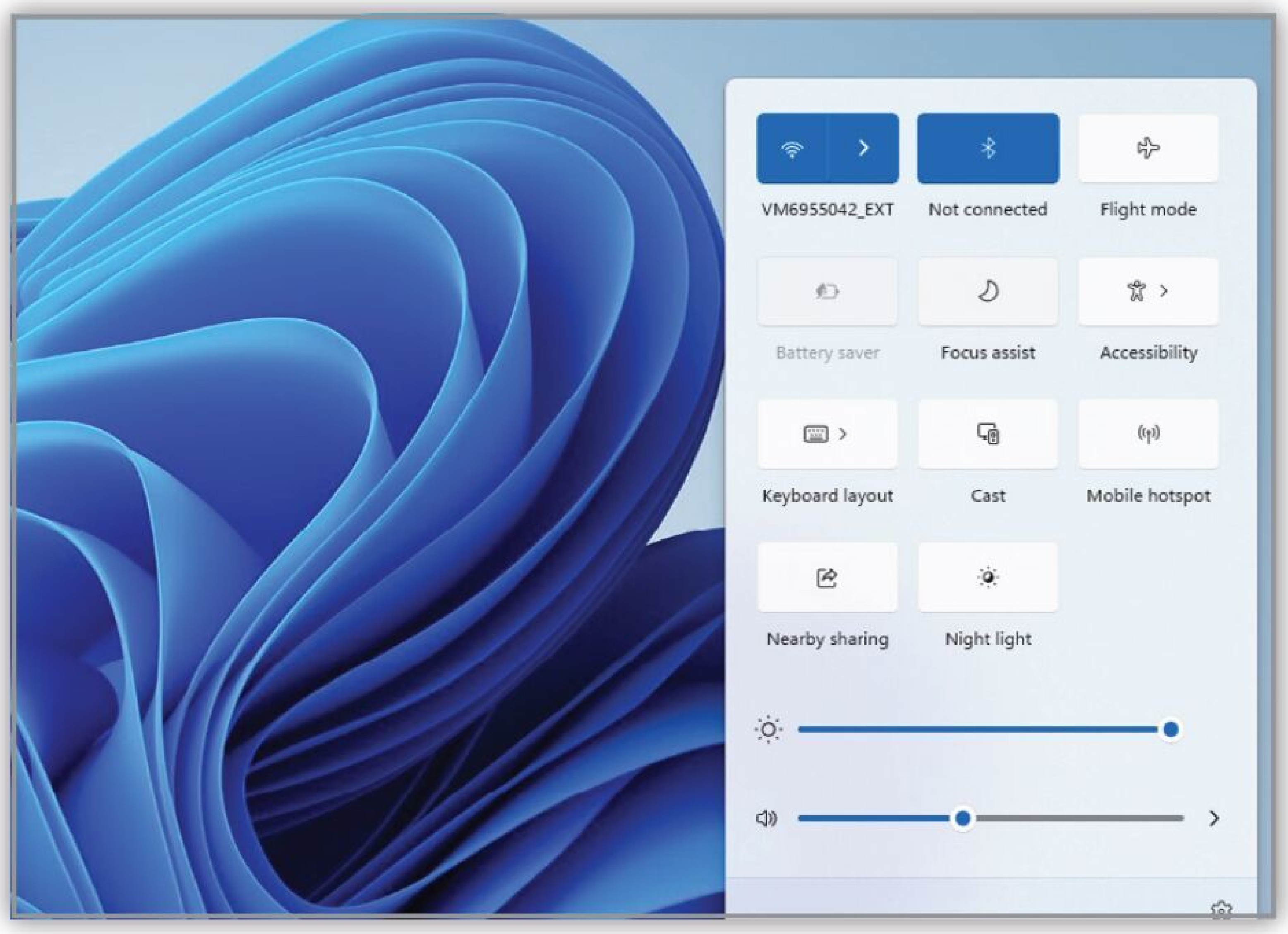
Using the Focus Assist Tool

Focus Assist allows you to create distraction-free periods by blocking alerts, notifications and other sounds. Turn on Focus Assist to stop distractions like social media or alternatively set it to turn on automatically at certain times during the day.

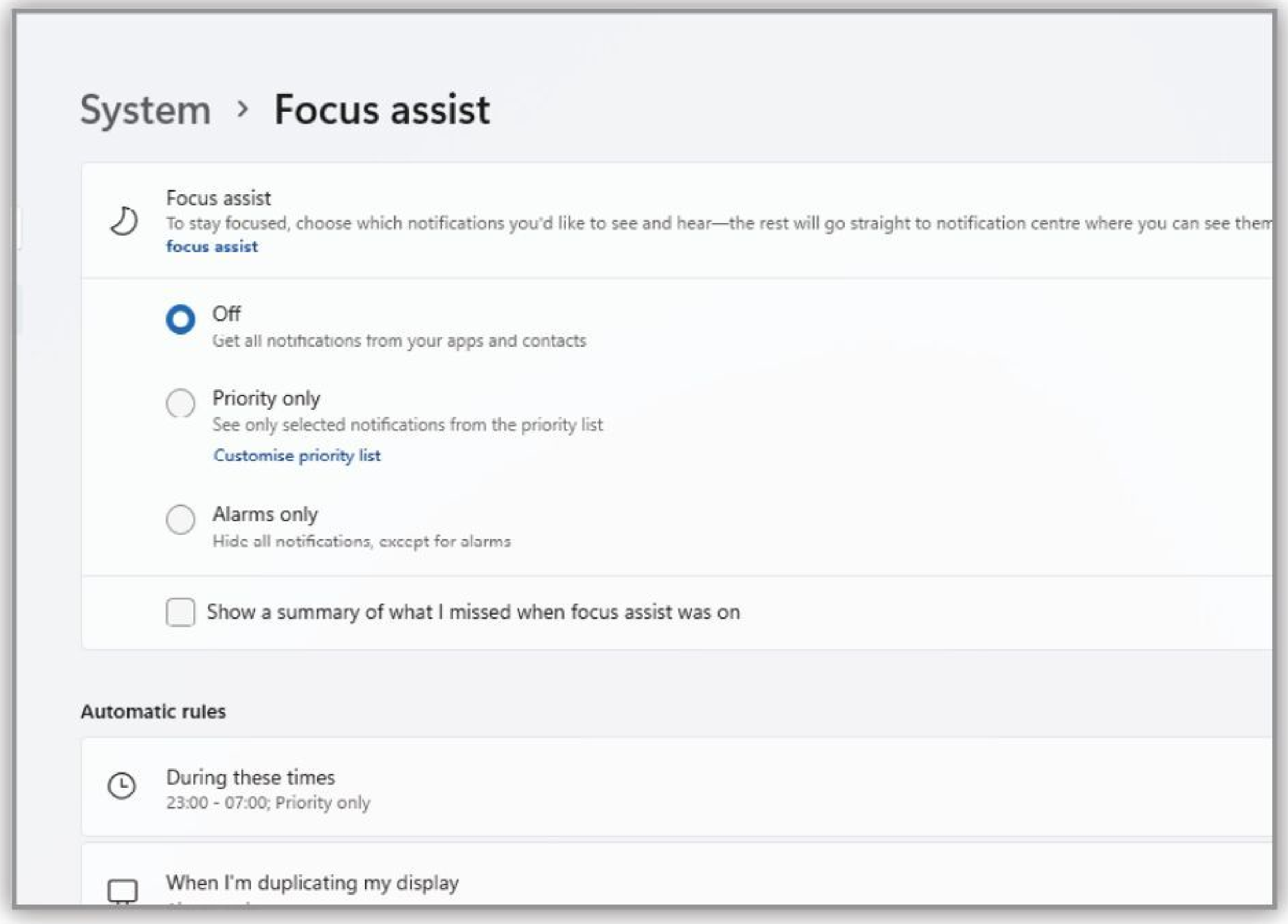
Blocking Notifications

Choose which notifications you want to see and hear. The remainder of your alerts will go into the Action Center so you can see them at a more convenient time.

Step 1 You can easily activate Focus Assist using the quick actions panel in the Action Center. The default setting is Off. Click the Quick action button once to allow priority notifications only, click it a second time to allow alarms only. Click the button a third time to turn Focus Assist off again.



Step 2 You can also turn Focus Assist on or off in the main settings (settings > system > focus assist). Once there, you can also set up your automatic rules and customise your priority list. You can set automatic rules based on times, when you are duplicating your display or when playing a game.



System › Focus assist

Focus assist
To stay focused, choose which notifications you'd like to see and hear—the rest will go straight to notification centre where you can see them
focus assist

● Off
Get all notifications from your apps and contacts

○ Priority only
See only selected notifications from the priority list
Customise priority list

○ Alarms only
Hide all notifications, except for alarms

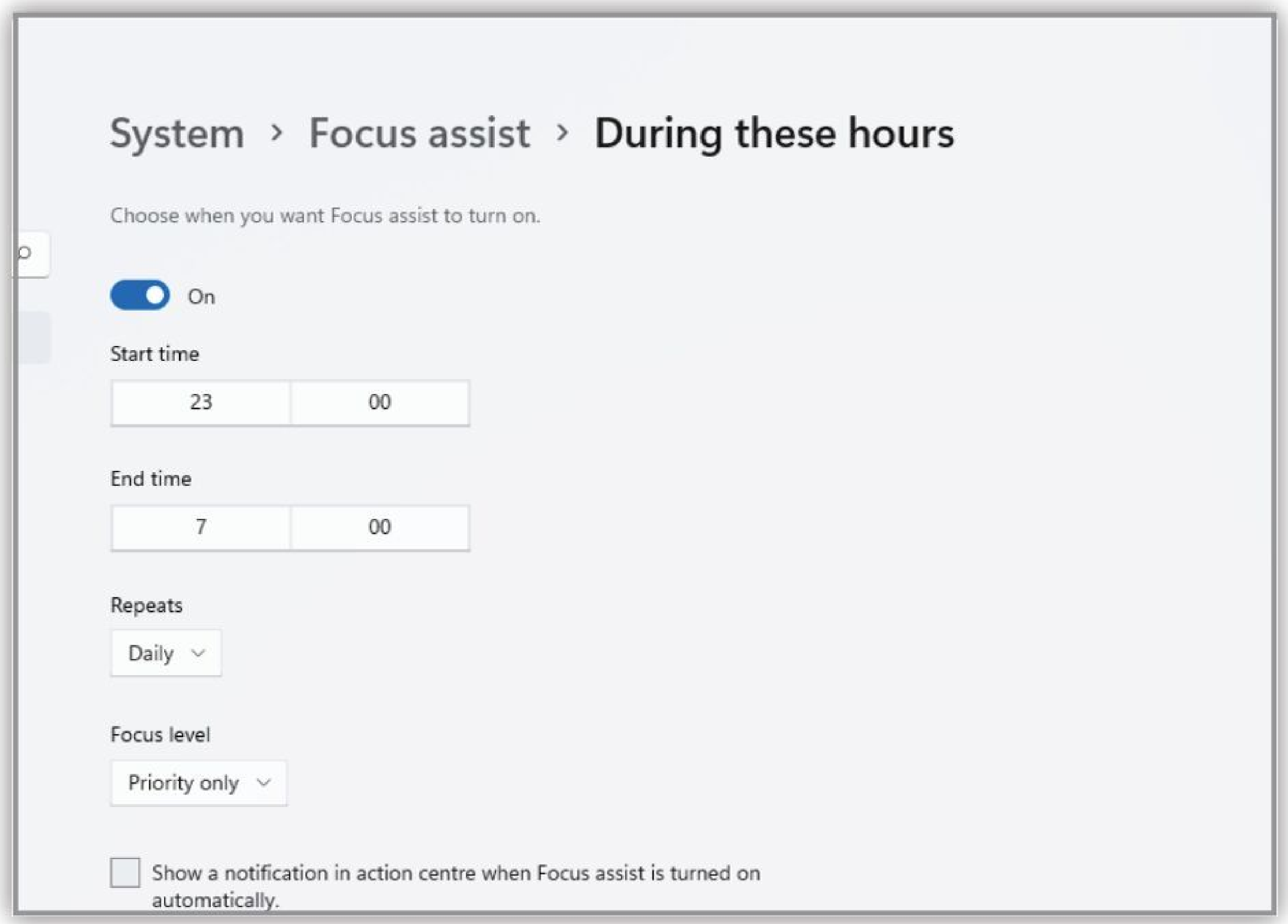
☐ Show a summary of what I missed when focus assist was on

Automatic rules

During these times
23:00 - 07:00; Priority only

When I'm duplicating my display

Step 3 To set an automatic rule by time, click on the option and then click the slider to On. You will now see menus to set start time, end time and whether to repeat the rule daily, just on weekdays or just on weekends. The focus level lets you choose if this applies to priority notifications or alarms.



System › Focus assist › During these hours

Choose when you want Focus assist to turn on.

On

Start time
23 00

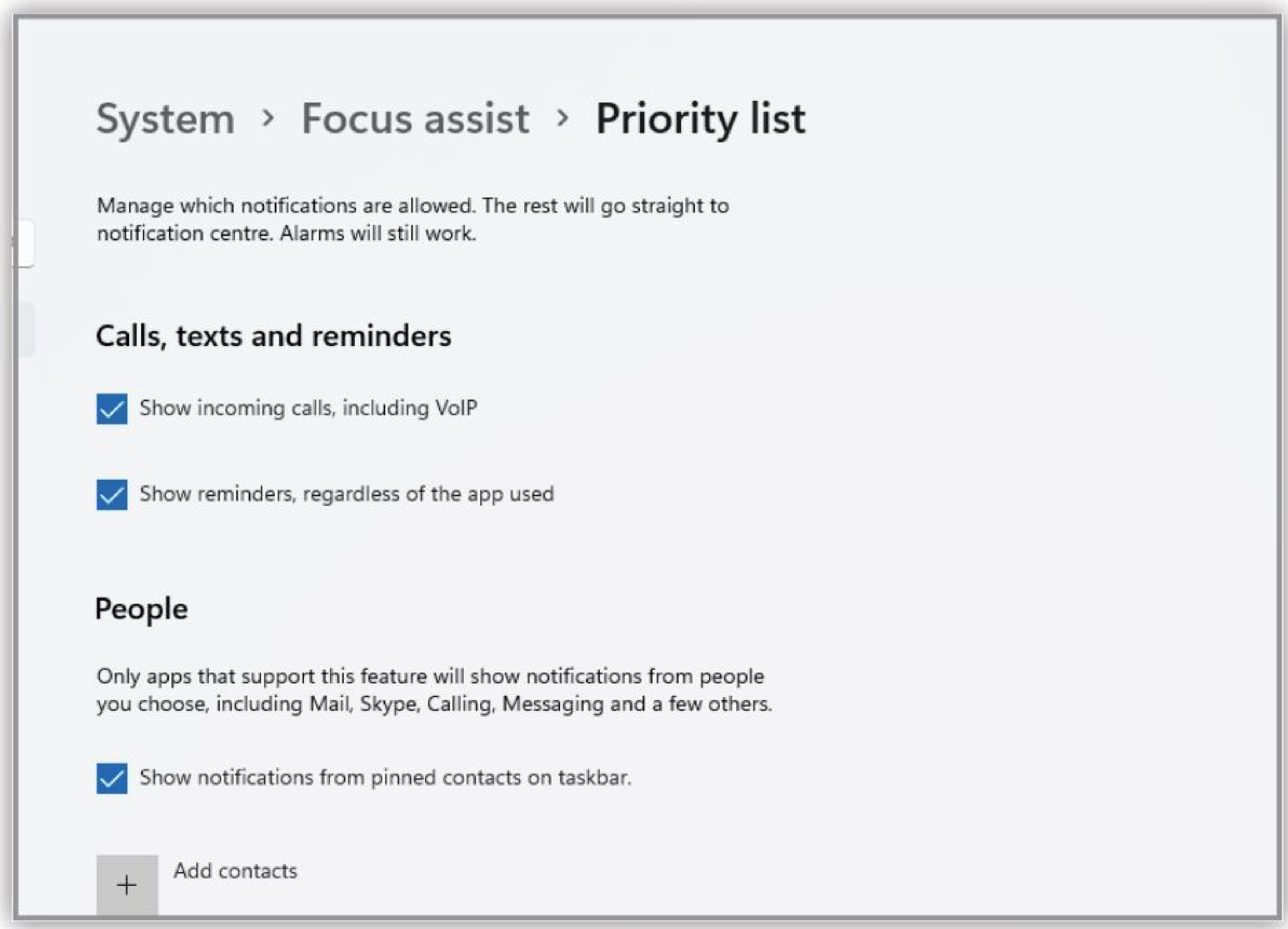
End time
7 00

Repeats
Daily

Focus level
Priority only

☐ Show a notification in action centre when Focus assist is turned on automatically.

Step 4 If setting Focus Assist to priority, you can set a priority list by clicking 'Customise your list'. Here you can add or remove specific apps, people or Windows 10 features that notify you. When you turn off Focus Assist (manually or automatically), a summary of missed notifications can be shown.



System › Focus assist › Priority list

Manage which notifications are allowed. The rest will go straight to notification centre. Alarms will still work.

Calls, texts and reminders

☑ Show incoming calls, including VoIP

☑ Show reminders, regardless of the app used

People

Only apps that support this feature will show notifications from people you choose, including Mail, Skype, Calling, Messaging and a few others.

☑ Show notifications from pinned contacts on taskbar.

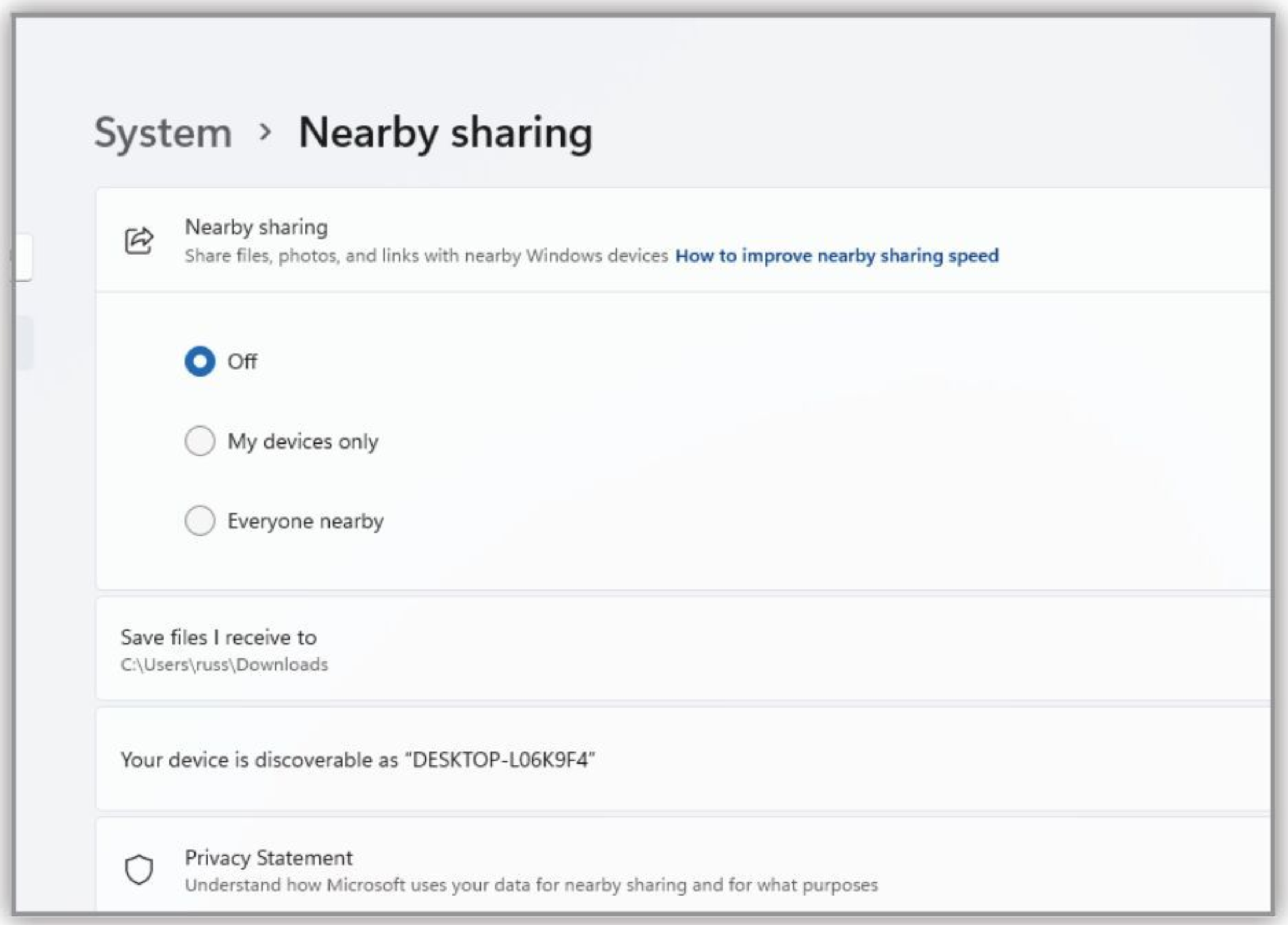
Sharing to Nearby Devices

Nearby Sharing lets you share your videos, photos, documents and websites with people and devices close by, over Bluetooth or Wi-Fi. Useful if, for example, you're in a meeting with colleagues and need to quickly send them a report you're looking at on your screen.

Nearby Sharing

Share your files quickly with Nearby Sharing: your computer automatically picks the fastest way to share your file or webpage, either over Bluetooth or Wi-Fi.

Step 1 To enable Nearby Sharing, open Settings and click on System. Now click on Shared experiences and turn on the Nearby Sharing option. You may be asked to sign in, or confirm sign in, if you have several accounts associated with your computer (Microsoft account, email account, etc.).



System › Nearby sharing

Nearby sharing
Share files, photos, and links with nearby Windows devices How to improve nearby sharing speed

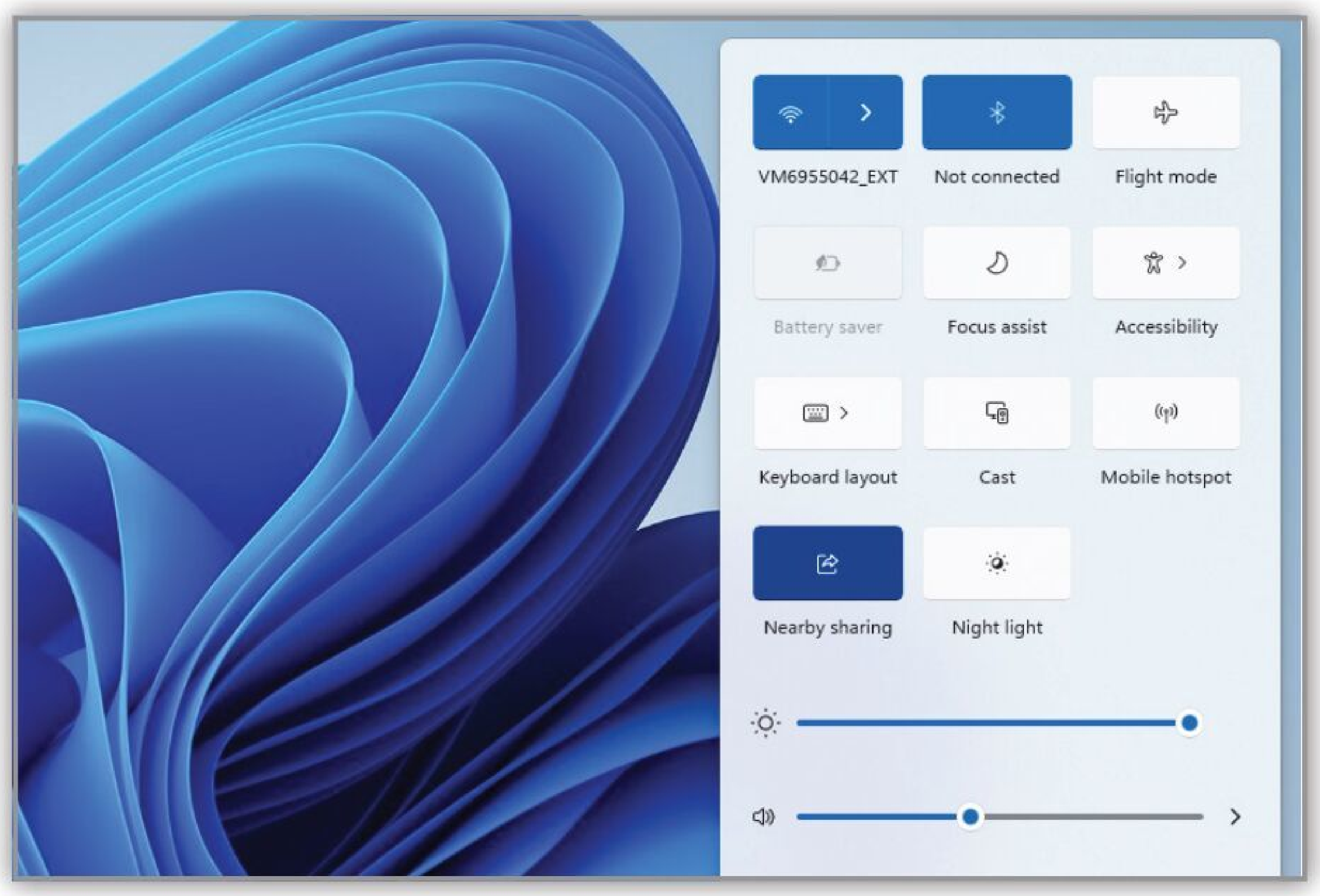
● Off
○ My devices only
○ Everyone nearby

Save files I receive to
C:\Users\russ\Downloads

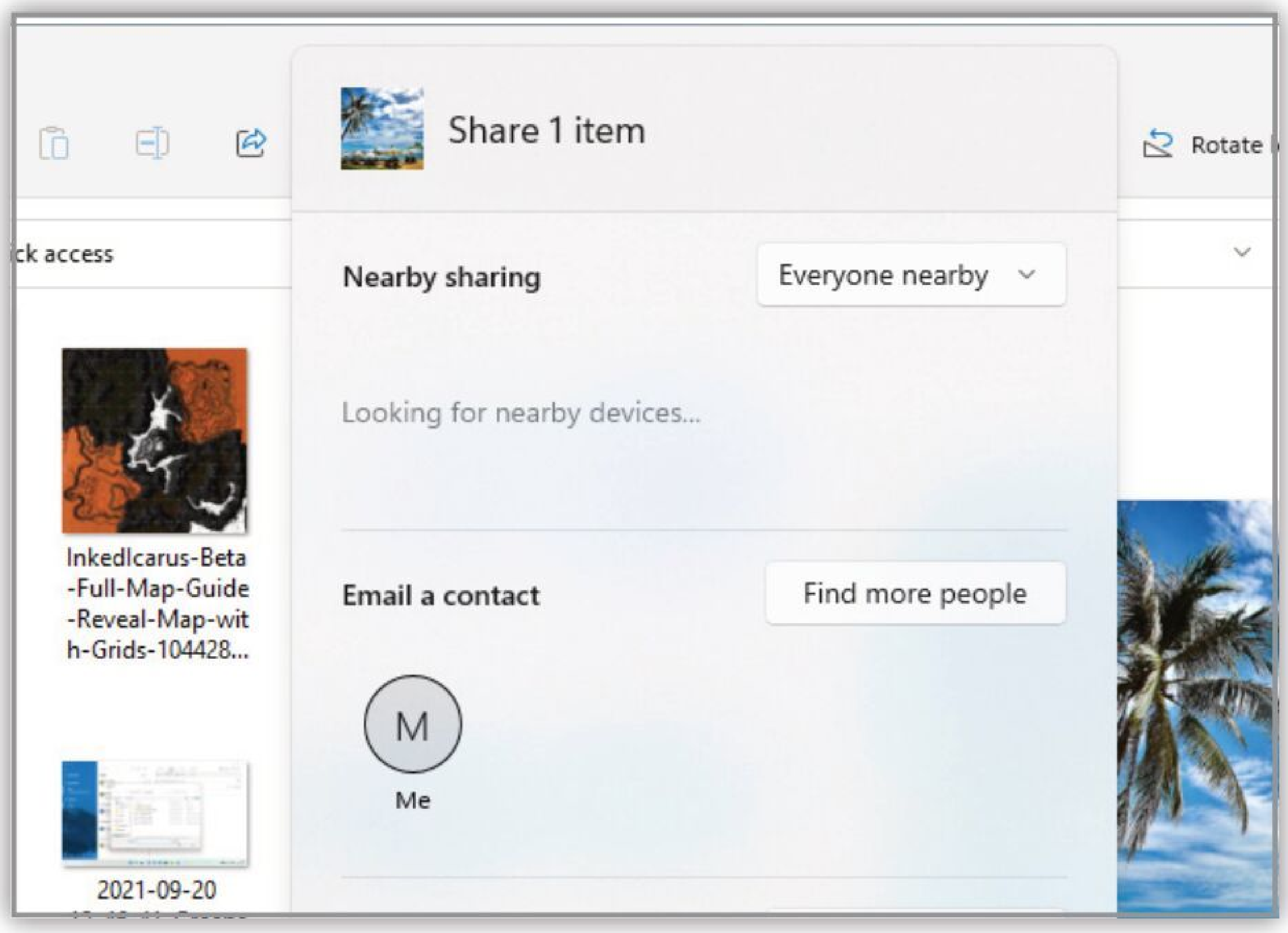
Your device is discoverable as "DESKTOP-L06K9F4"

Privacy Statement
Understand how Microsoft uses your data for nearby sharing and for what purposes

Step 2 You can also activate Nearby Sharing from the quick actions menu in the Action Center. You can send any video, photo, document or webpage viewed on Microsoft Edge to people or devices nearby by clicking on the share icon in the top right corner of the app or right-clicking to view the share menu.


VM6955042_EXT
Not connected
Flight mode
Battery saver
Focus assist
Accessibility
Keyboard layout
Cast
Mobile hotspot
Nearby sharing
Night light

Step 3 If there is a nearby device available, it will be shown in the share menu that pops up. You will need to know the name of the device you want to share to. Once you select the device, the other user will see a notification asking them to accept the transfer. This will time out in a few seconds if not accepted.



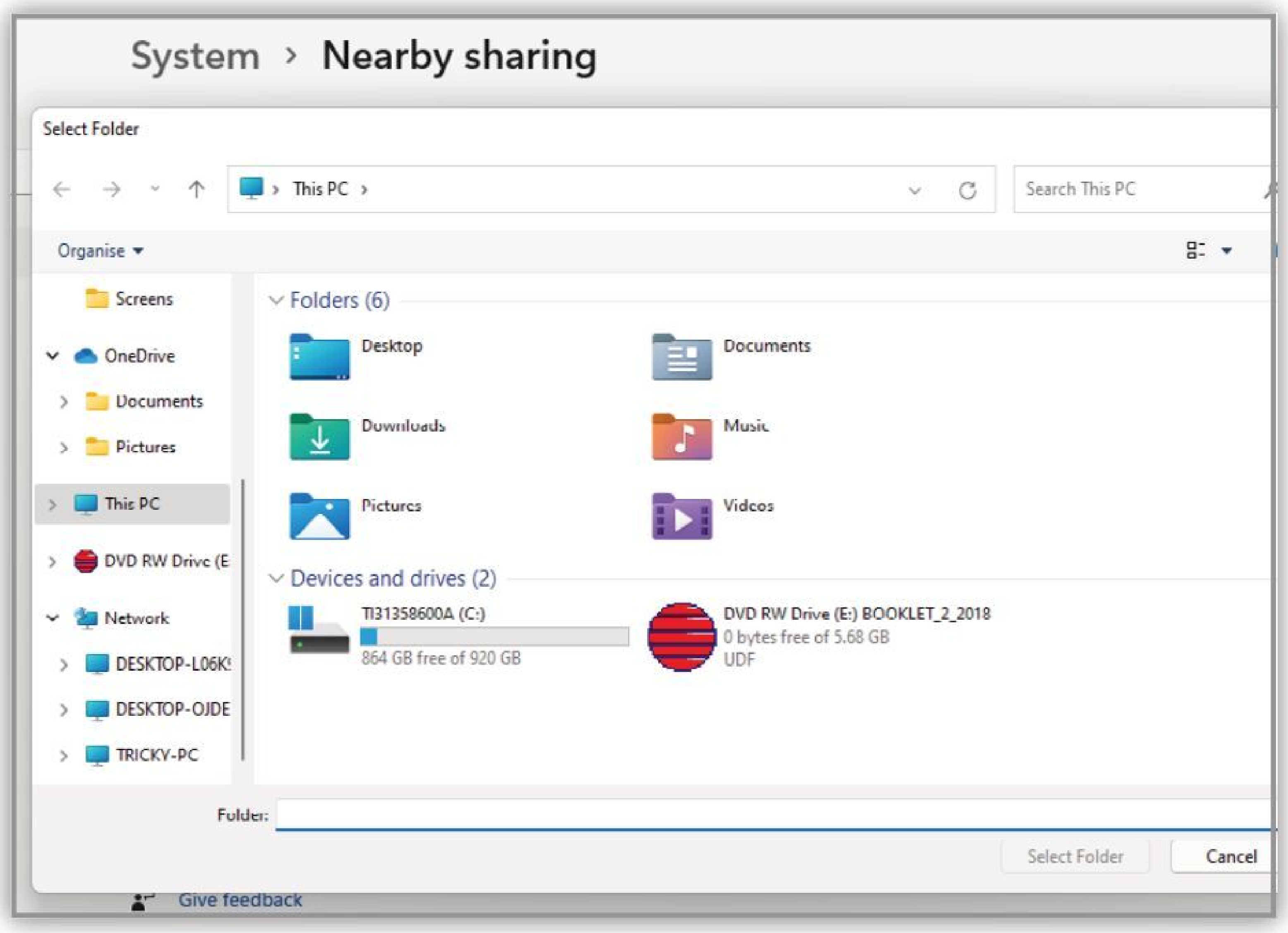
Share 1 item

Nearby sharing: Everyone nearby

Looking for nearby devices...

Rotate
ck access
InkedIcarus-Beta-Full-Map-Guide-Reveal-Map-with-Grids-104428...
2021-09-20
Email a contact
Find more people
M
Me

Step 4 By default, transfers will be stored in the Downloads folder but you can specify another folder or another drive very easily. Open settings and click on system > shared experiences. Under 'Nearby Sharing', look for the 'Save files I receive to' option and click the Change button.



System › Nearby sharing

Select Folder
This PC
Search This PC
Organise
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E
Network
DESKTOP-L06K!
DESKTOP-OJDE
TRICKY-PC
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (2)
TI31358600A (C:)
864 GB free of 920 GB
DVD RW Drive (E:) BOOKLET_2_2018
0 bytes free of 5.68 GB
UDF
Folder:
Select Folder
Cancel
Give feedback

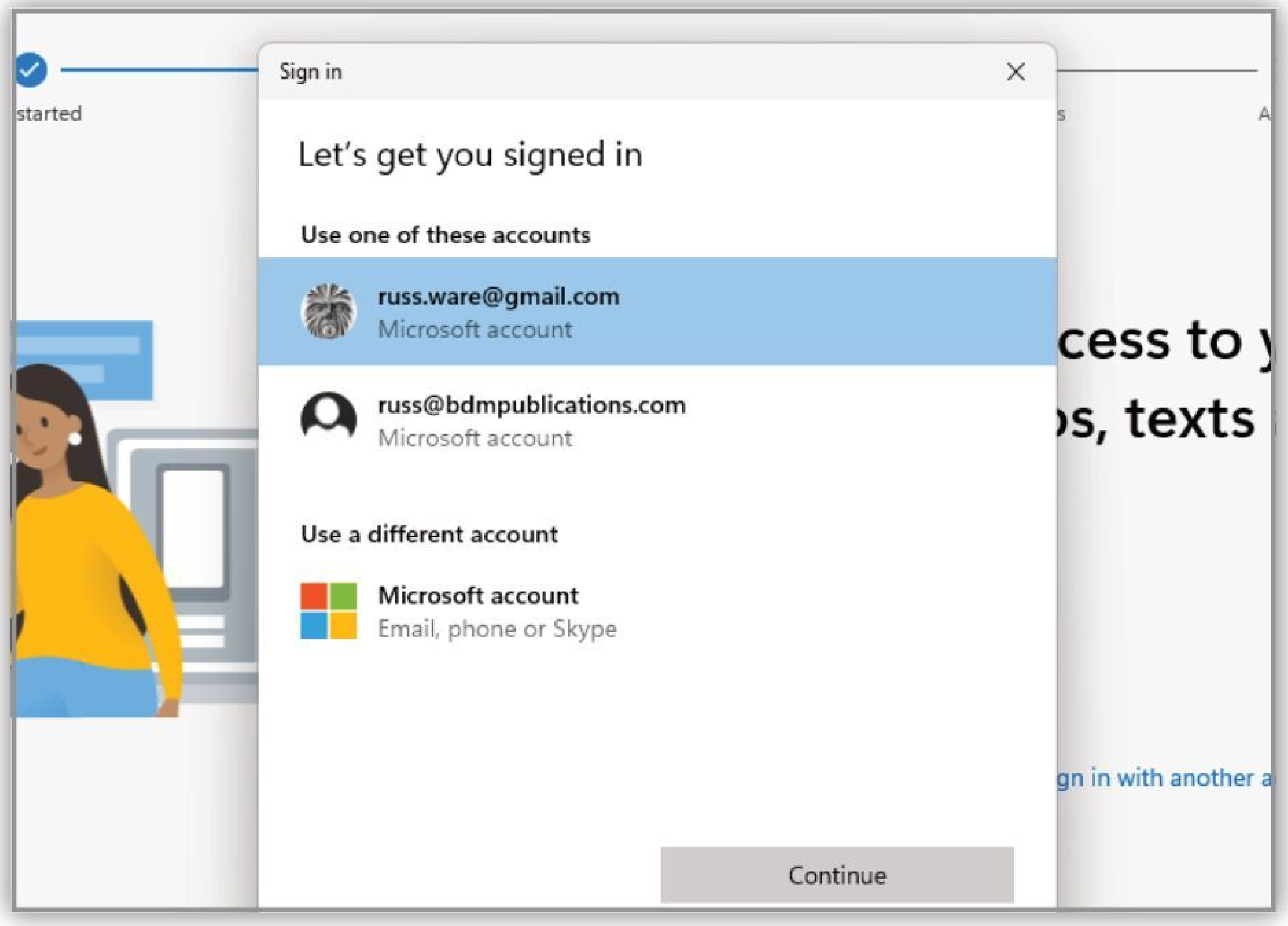
Connect Your Phone to Your PC

You can connect an Android phone to both your Microsoft account and Windows 11, allowing you to view the photos on your phone from the comfort of your desktop, and even view call and SMS details on your computer as they arrive on your phone.

Using the Your Phone App

The setup steps for connecting a mobile device to your Windows 11 computer are the same for almost all compatible Android devices. The app offers additional features for Samsung devices.

Step 1 Open the main app list from the Start menu and look for “Your Phone”. Click the app and then click the “Get Started” button on the screen that opens. You will need to sign in with the same Microsoft account on both the PC and the companion app on your phone. Select/sign in to that account next.



Sign in

Let’s get you signed in

Use one of these accounts

russ.ware@gmail.com
Microsoft account

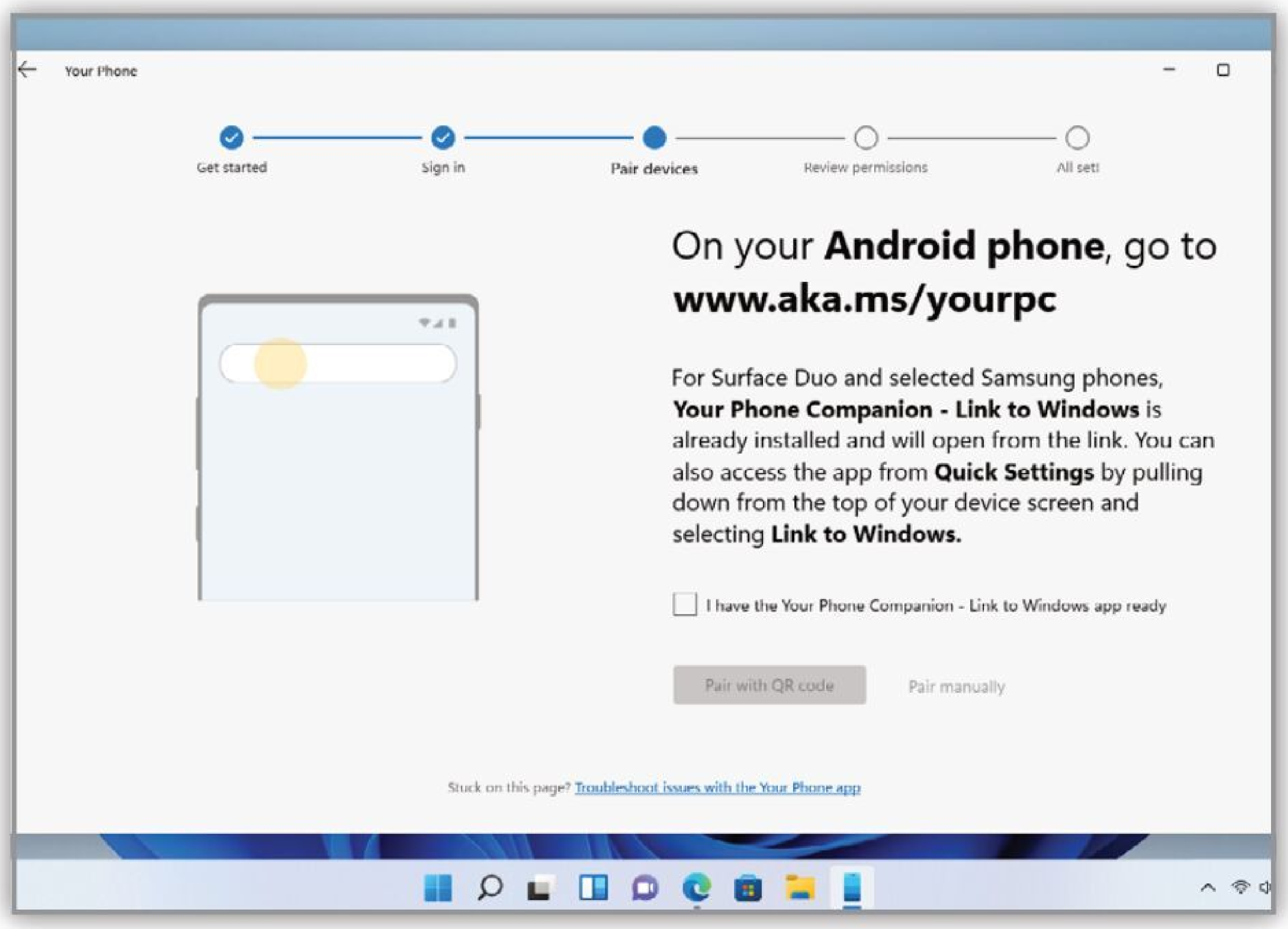
russ@bdmpublications.com
Microsoft account

Use a different account

Microsoft account
Email, phone or Skype

started
cess to y
ps, texts
gn in with another a
Continue

Step 2 On your Android phone, open a browser window and go to www.aka.ms/yourpc. You may already have an app installed that can link to windows called Your Phone Companion (on Samsung, open the Quick settings and look for “Link to Windows”). If so, open the app and follow the instructions.



On your **Android phone**, go to **www.aka.ms/yourpc**

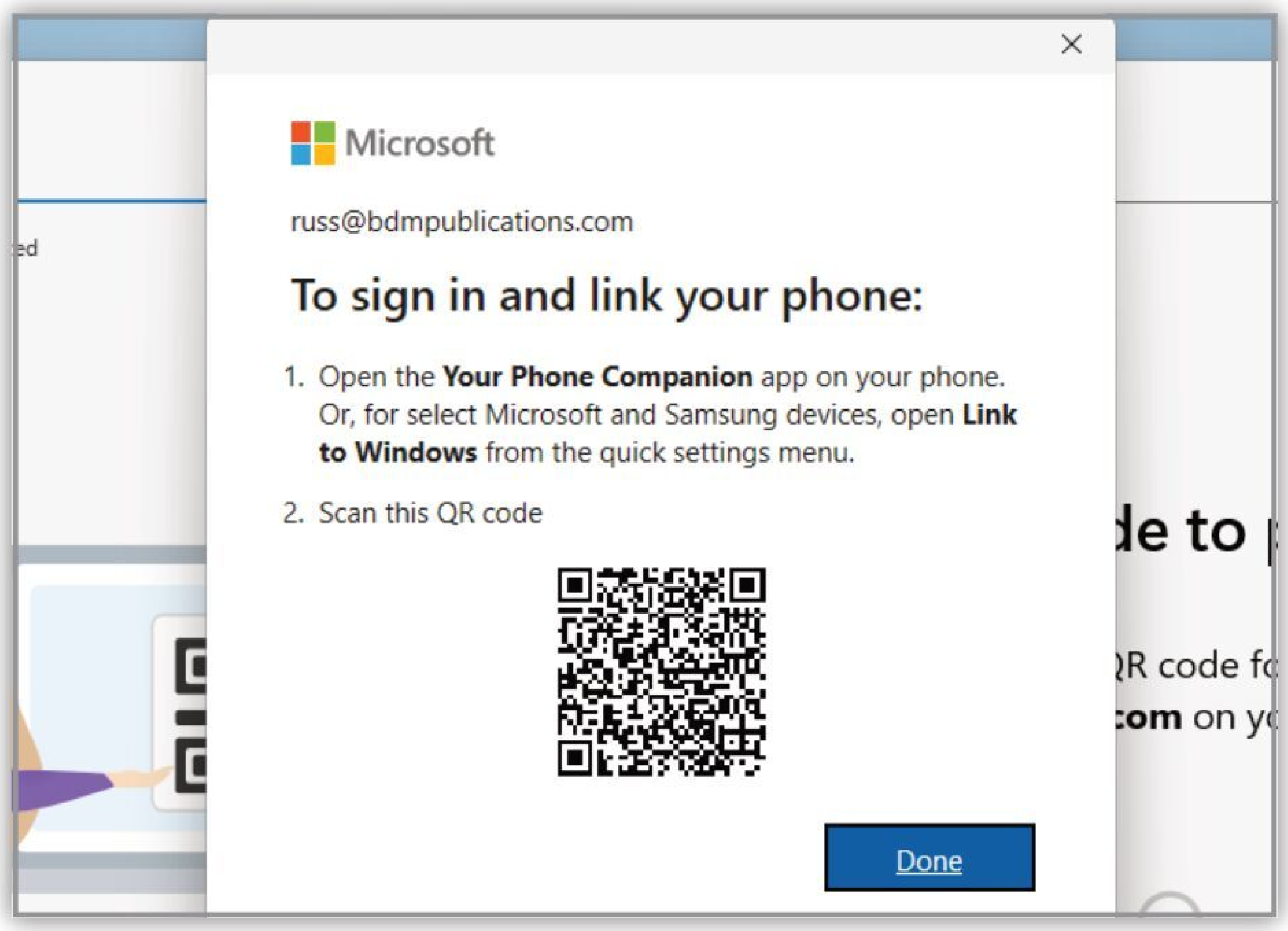
For Surface Duo and selected Samsung phones, **Your Phone Companion - Link to Windows** is already installed and will open from the link. You can also access the app from **Quick Settings** by pulling down from the top of your device screen and selecting **Link to Windows.**

☐ I have the Your Phone Companion - Link to Windows app ready

Stuck on this page? Troubleshoot issues with the Your Phone app

Your Phone
Get started
Sign in
Pair devices
Review permissions
All set!
Pair with QR code
Pair manually

Step 3 When asked, click “Pair with QR code” in the Your Phone app on your computer. A QR code will be created and appear on screen. On your phone, click Continue and a QR code reader screen will open. Use this to read the QR code on your computer screen. After a few seconds the two devices should link.



Microsoft

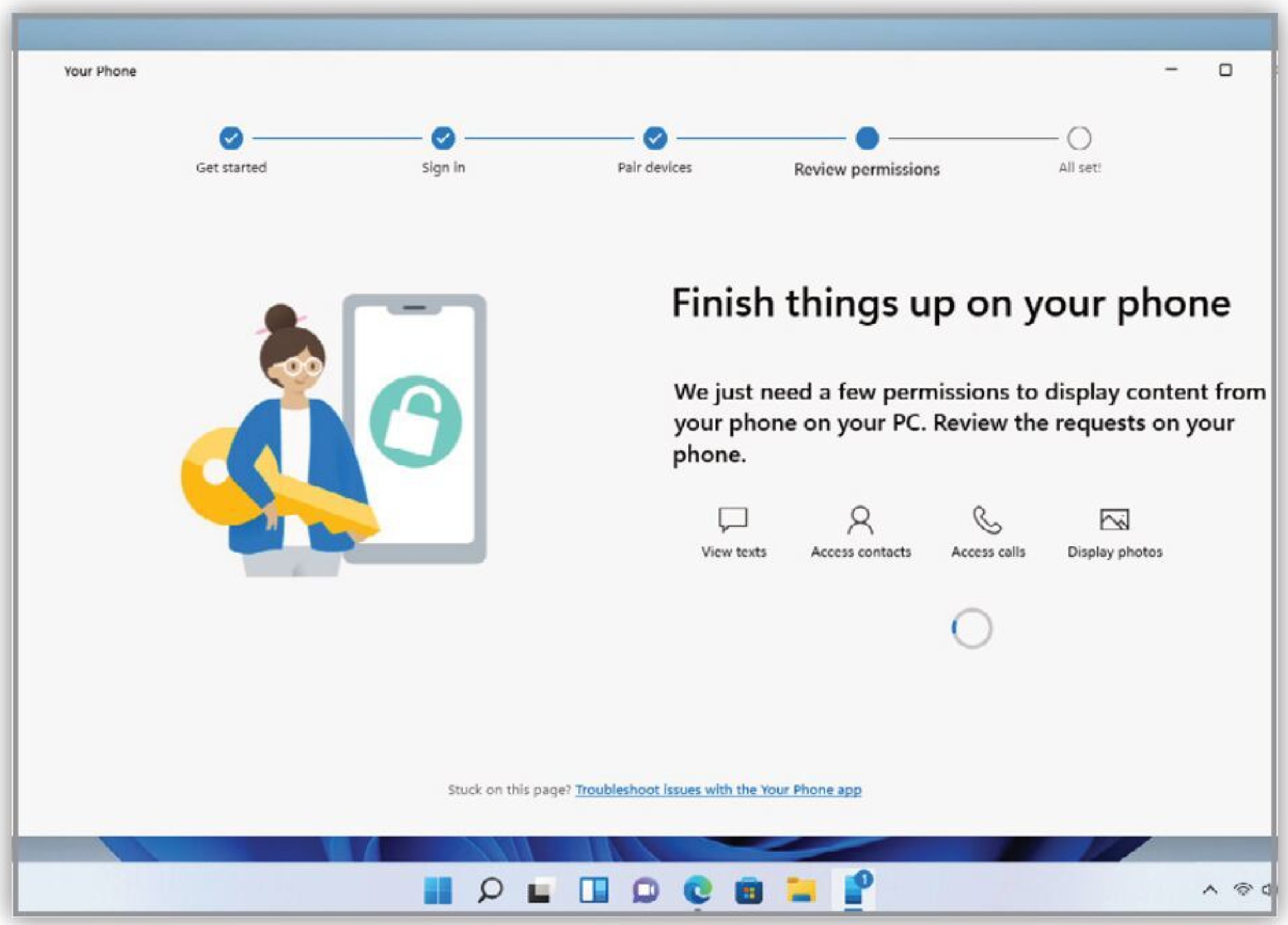
russ@bdmpublications.com

To sign in and link your phone:

1. Open the **Your Phone Companion** app on your phone. Or, for select Microsoft and Samsung devices, open **Link to Windows** from the quick settings menu.
2. Scan this QR code

Done
de to
R code fo
com on yo

Step 4 You will need to give the app permission to access certain things on your phone. These include contacts, calls, photos and media, and SMS messages. You can refuse any of these individual permissions and the Your phone app will still work, just without access to that feature.



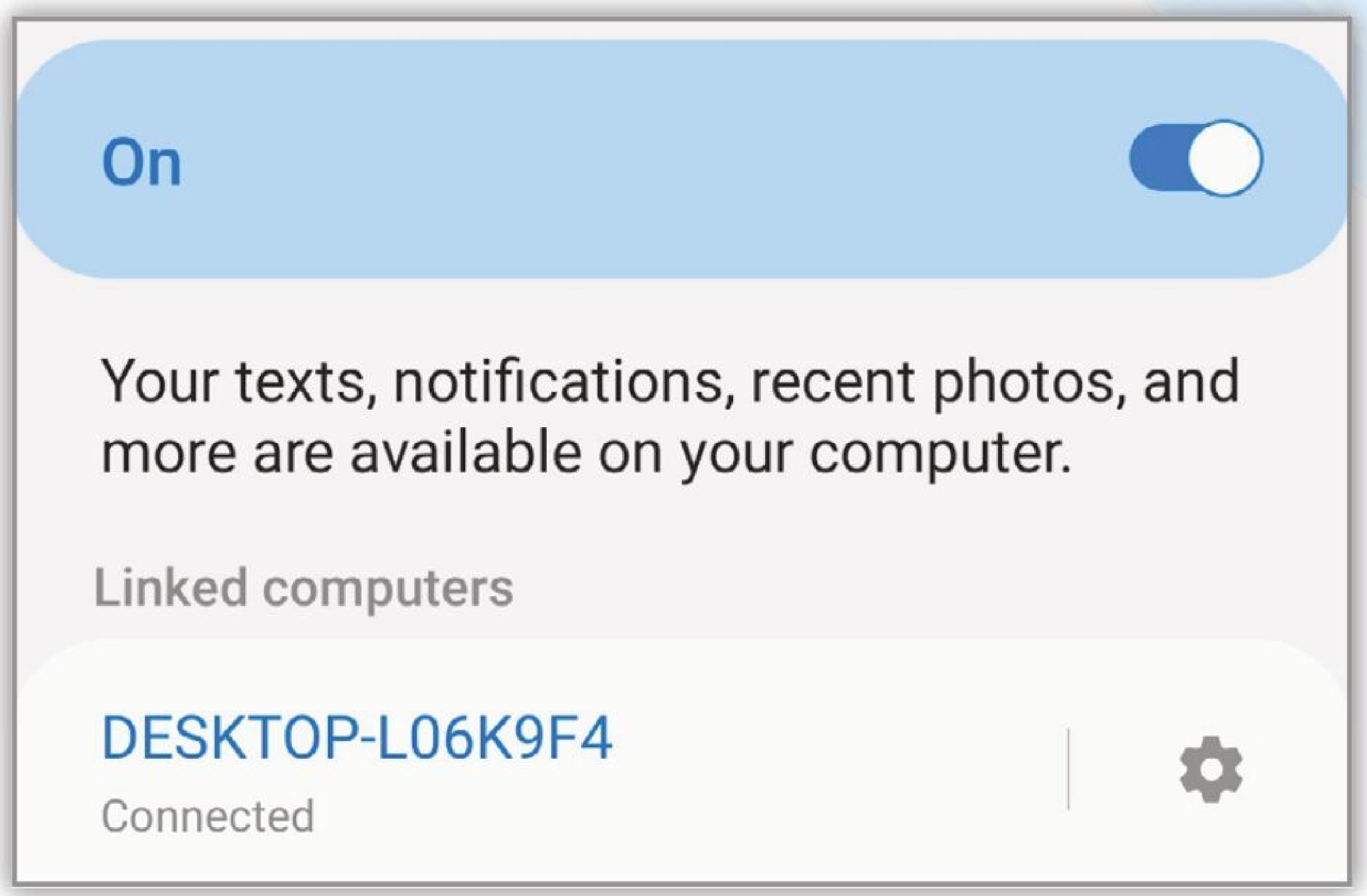
Finish things up on your phone

We just need a few permissions to display content from your phone on your PC. Review the requests on your phone.

Stuck on this page? Troubleshoot issues with the Your Phone app

Your Phone
Get started
Sign in
Pair devices
Review permissions
All set!
View texts
Access contacts
Access calls
Display photos

Step 5 If all is successful, you should now see your phone displayed in the Your Phone app on your computer. There is a new screen displayed on your phone, this shows the settings for the Microsoft companion app, alongside which Windows 11 computer it is connected.



On

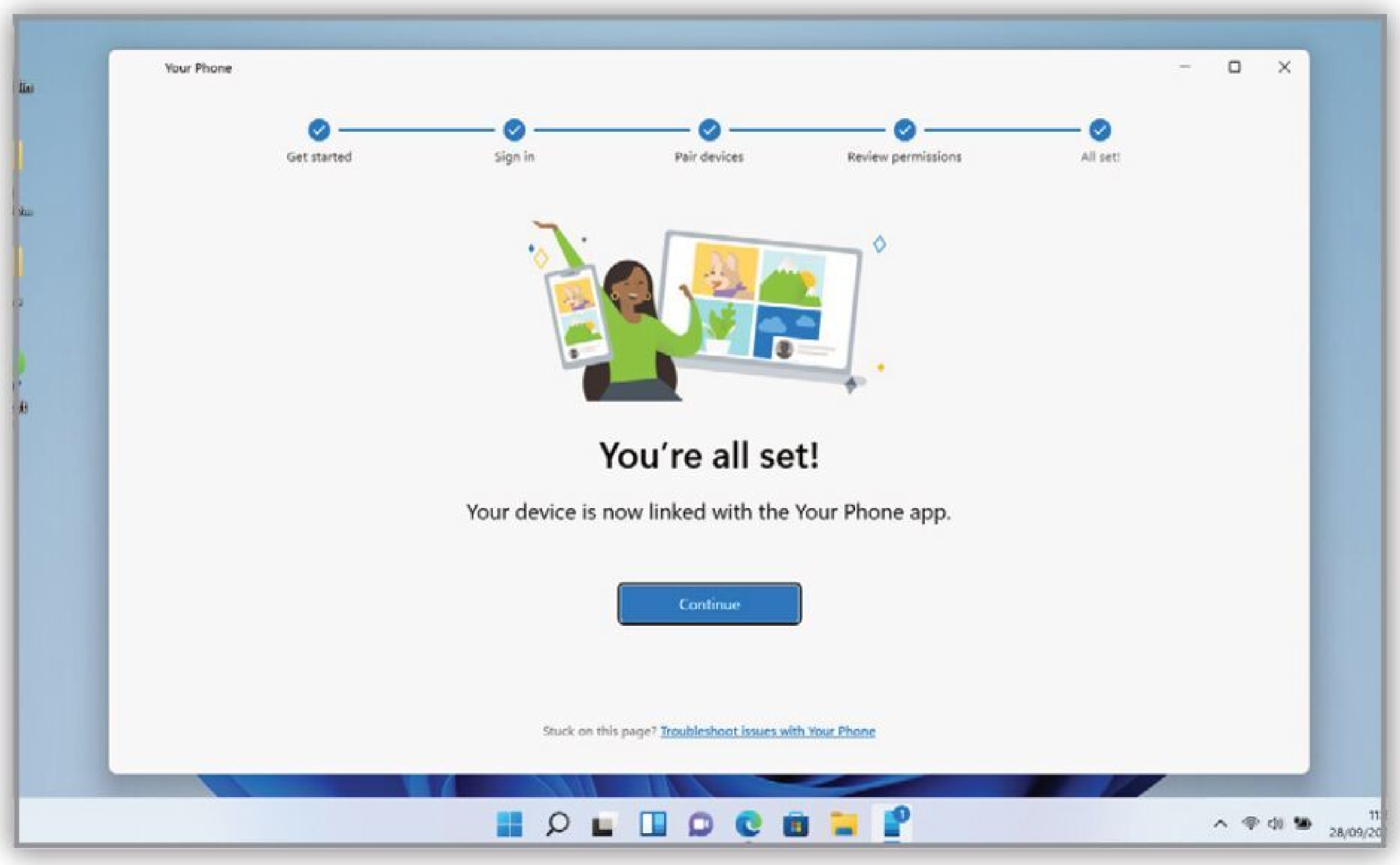
Your texts, notifications, recent photos, and more are available on your computer.

Linked computers

DESKTOP-L06K9F4

Connected

Step 6 Now it's time to start using the Your Mobile app. In the left-hand sidebar are several different sections. These include Photos, Messages, Notifications and Apps. Some of these need to be set up further to begin using them, follow the on-screen instructions to do so.

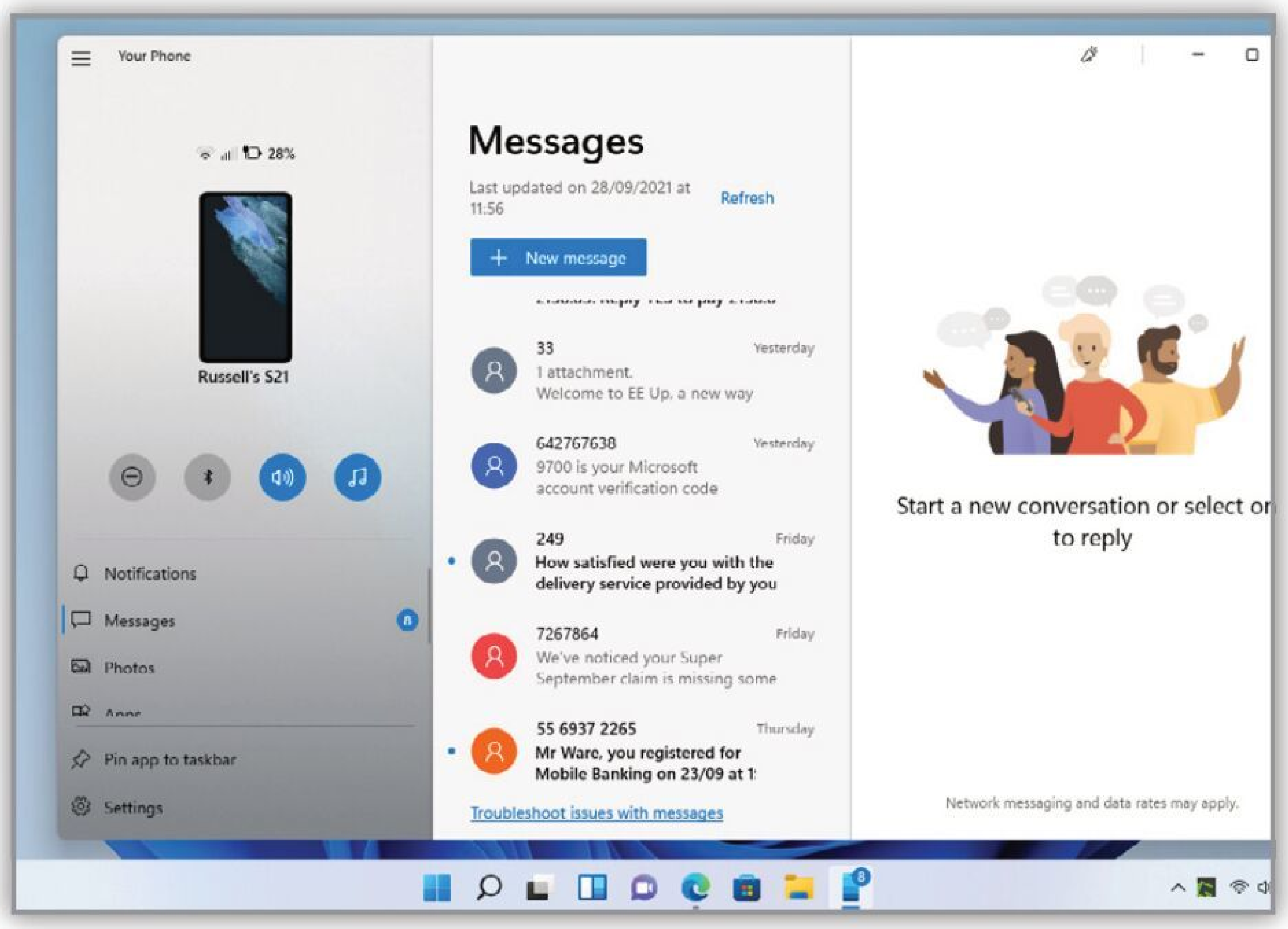

Your Phone
Get started
Sign in
Pair devices
Review permissions
All set!
Continue

You're all set!

Your device is now linked with the Your Phone app.

Stuck on this page? Troubleshoot issues with Your Phone

Step 7 Click on Messages first. When asked, send a notification to your phone to ask permission to access messages (if already given, this opens the messages list). Your phone messages are now displayed, and you can click on any to read and reply. You can also create new messages from your PC.


Your Phone
28%
Russell's S21
Notifications
Messages
Photos
Apps
Pin app to taskbar
Settings
Messages
Refresh
New message
Troubleshoot issues with messages

Last updated on 28/09/2021 at 11:56

33 Yesterday
1 attachment.
Welcome to EE Up, a new way

642767638 Yesterday
9700 is your Microsoft account verification code

249 Friday
How satisfied were you with the delivery service provided by you

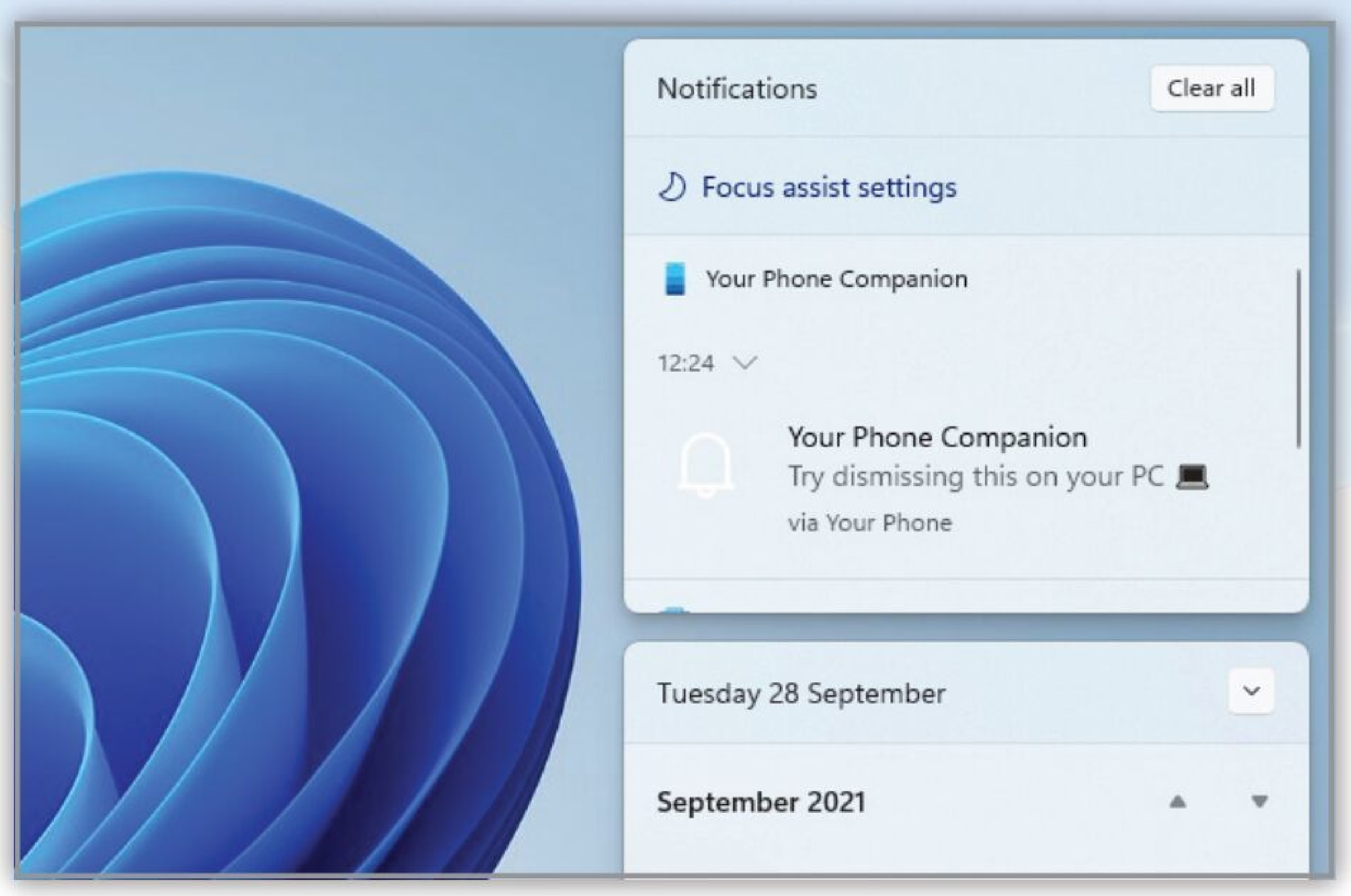
7267864 Friday
We've noticed your Super September claim is missing some

55 6937 2265 Thursday
Mr Ware, you registered for Mobile Banking on 23/09 at 1

Start a new conversation or select on to reply

Network messaging and data rates may apply.

Step 8 If you want to be able to see notifications from your phone on your PC screen, you need to click on Notifications and then click "Get Started". Again, you need to allow this on your phone settings. Phone notifications will pop up on your PC screen in the same place as other notifications.

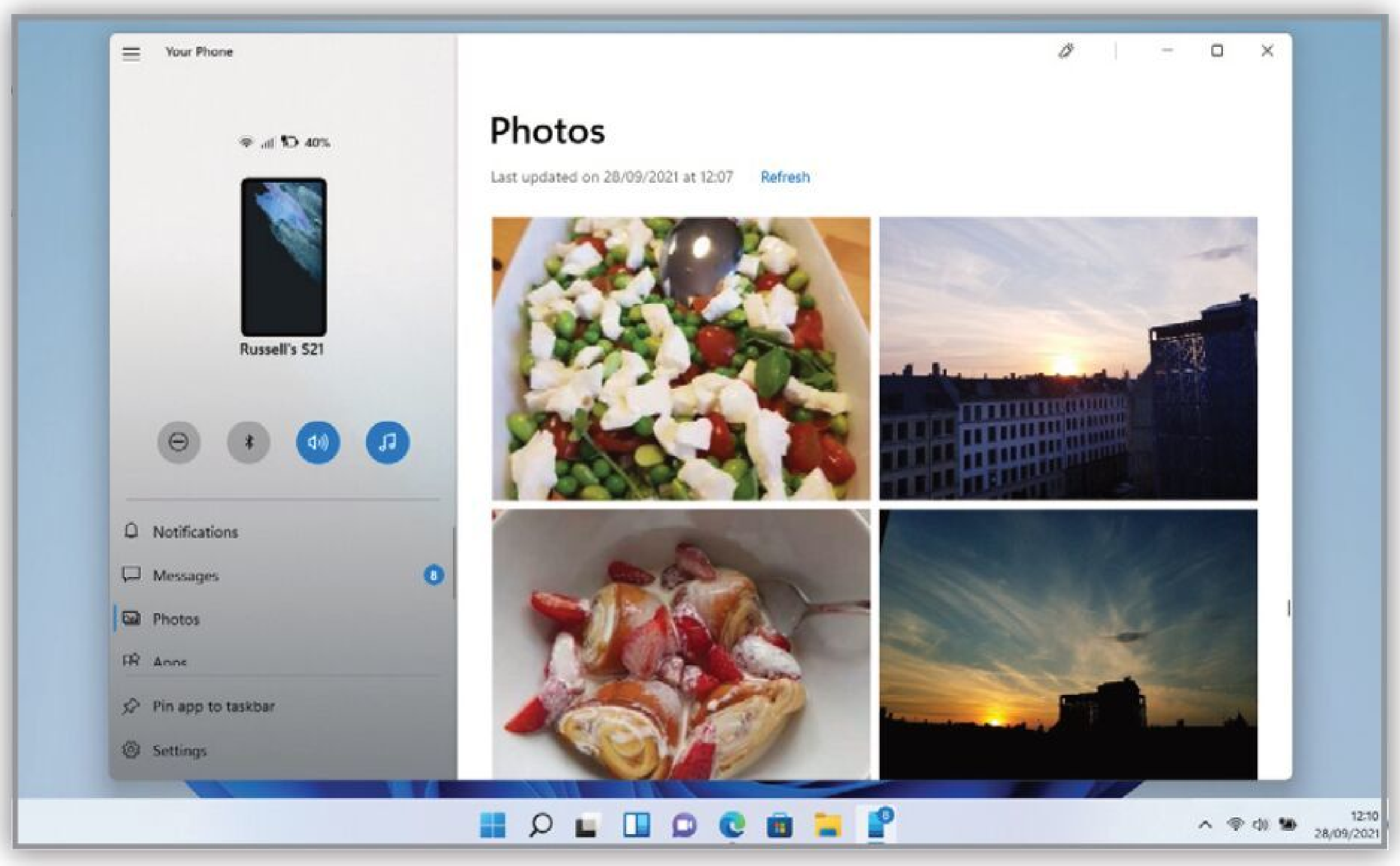

Notifications
Clear all
Focus assist settings
Your Phone Companion
12:24

Your Phone Companion
Try dismissing this on your PC 💻
via Your Phone

Tuesday 28 September

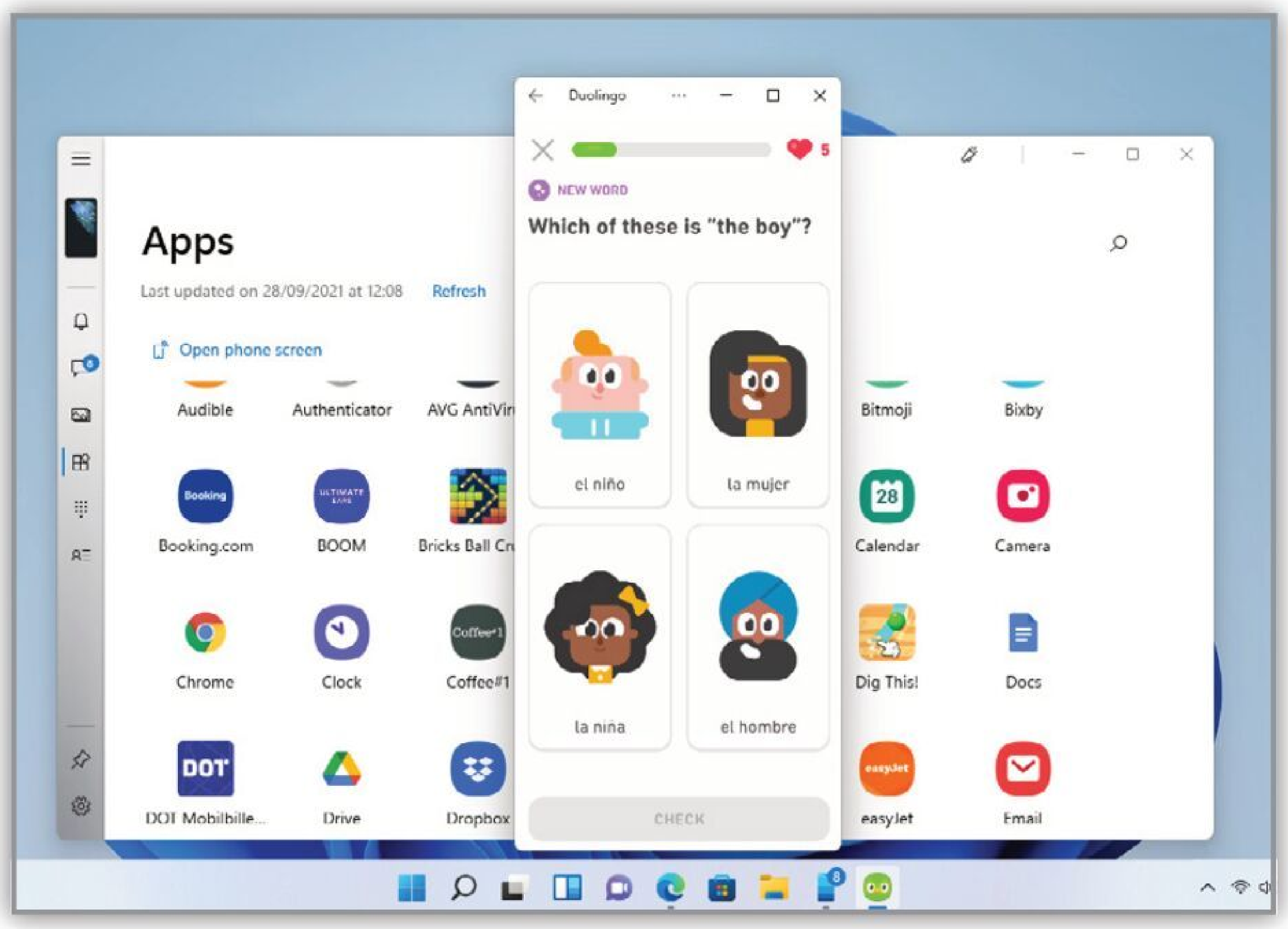
September 2021

Step 9 To view photos stored on your phone from the comfort of your PC, click the Photos section. Allow access as before, and then wait while the view refreshes. You can open them in the Photos app by clicking on them. You can now also delete photos on your phone from the PC app.


Your Phone
40%
Russell's S21
Notifications
Messages
Photos
Apps
Pin app to taskbar
Settings
Photos
Refresh

Last updated on 28/09/2021 at 12:07

Step 10 You can open apps that are on your phone, on your computer. Click the apps section, then click on an app icon in the list. You will need to give permission on your phone to cast to the Windows app, but once done, the app will open on your computer screen in a phone screen shaped window.


Apps
Refresh
Open phone screen
Audible
Authenticator
AVG AntiVir
Bitmoji
Bixby
Booking.com
BOOM
Bricks Ball Cr
Calendar
Camera
Chrome
Clock
Coffee#1
Dig This!
Docs
DOT Mobilbille...
Drive
Dropbox
easyJet
Email
Duolingo
NEW WORD
el niño
la mujer
la niña
el hombre
CHECK

Last updated on 28/09/2021 at 12:08

Which of these is "the boy"?

Learn How to Import Photos in Windows 11

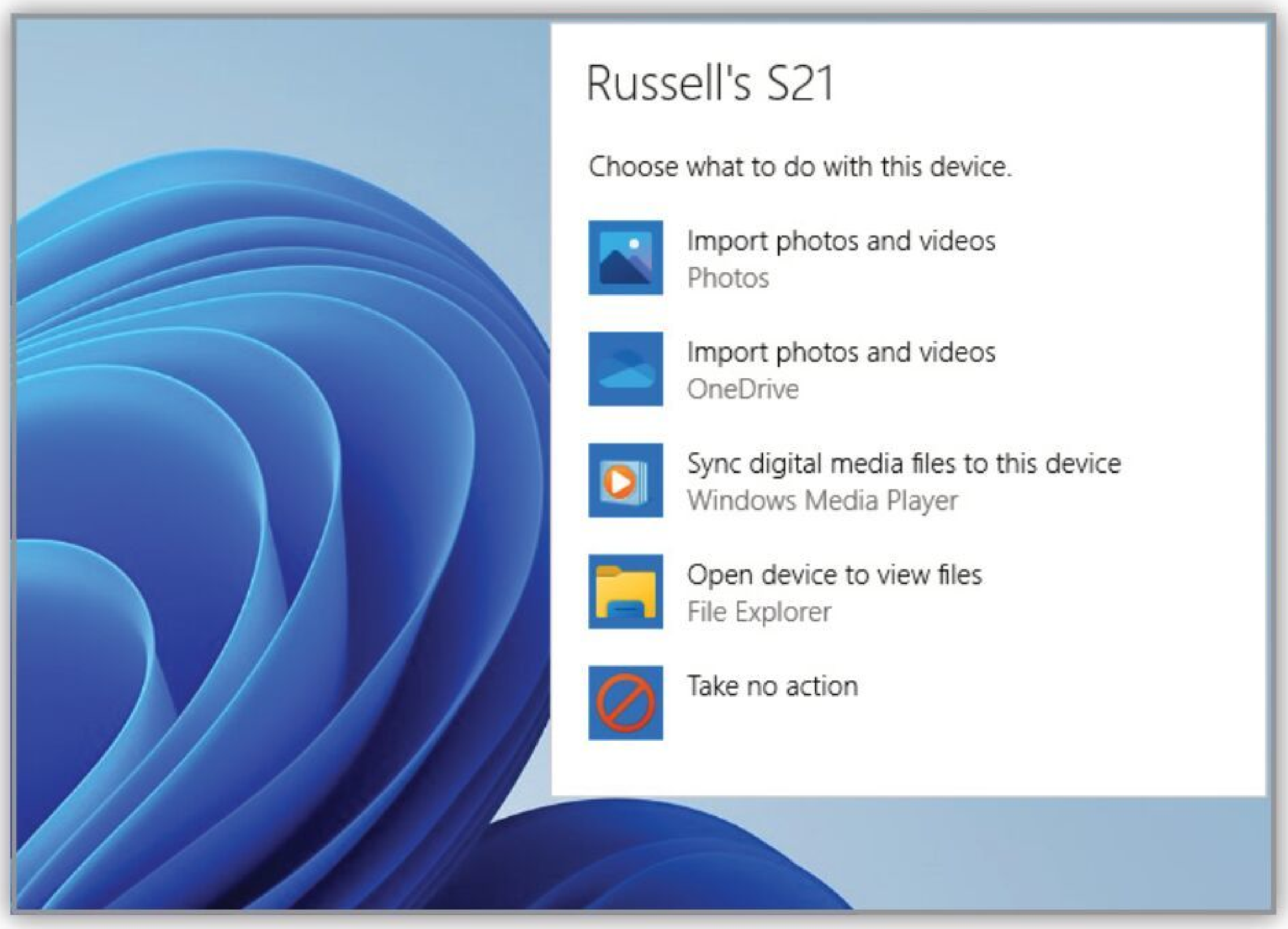
Importing your photos to your PC may seem like a very simple task but if you have never done it before, you can encounter problems. We take a look at importing photos from your devices; using different methods and tools already included in Windows 11.

Importing to a Folder

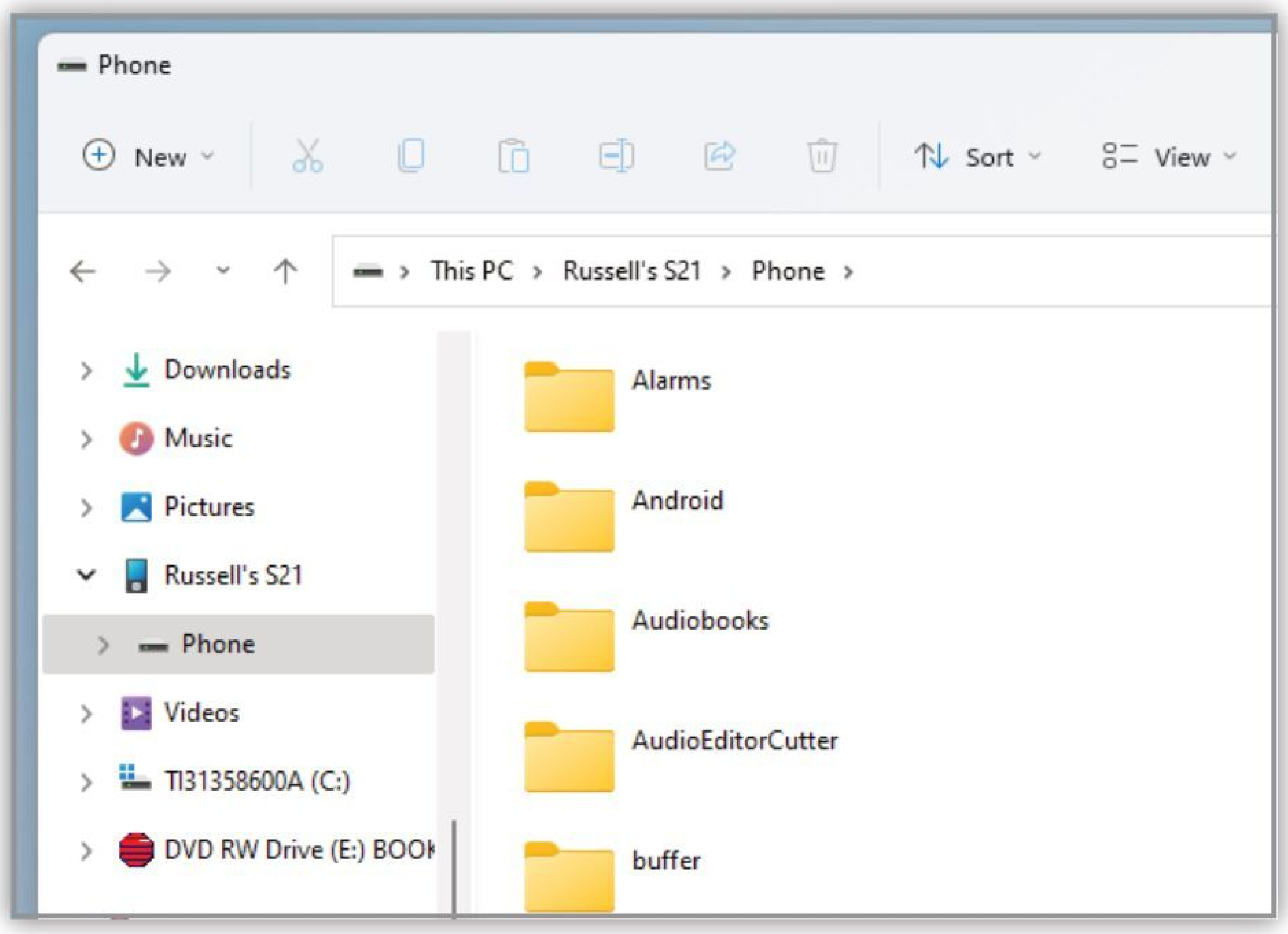
The setup steps for connecting a mobile device to your Windows 11 computer are the same for almost all compatible Android devices. The app offers additional features for Samsung devices.

Step 1 The first thing you need to do to import photos directly from a phone or camera is to connect the relevant cable to your PC. In almost all cases, this will be a USB cable of some sort. You will have been supplied a transfer cable with the device you are using. Plug this into a free USB port.

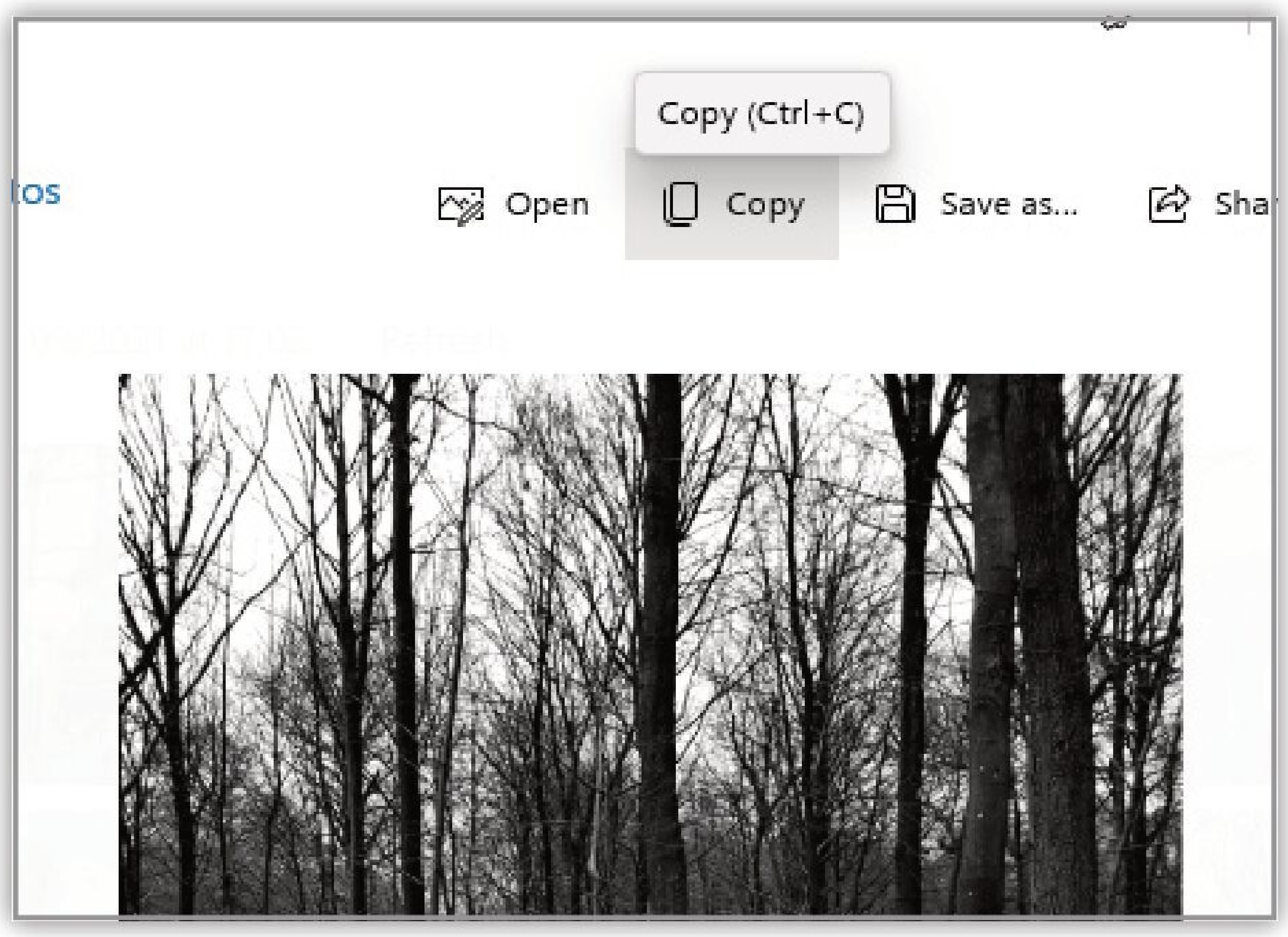
Step 2 Normally, when you first plug a device in to your computer which contains storage of some sort, Windows will ask how you want to handle the files in that storage. Scroll down the list to see 'Open in a Folder'. In some cases, Explorer will open showing the connected device.


Russell's S21
Choose what to do with this device.
Import photos and videos
Photos
Import photos and videos
OneDrive
Sync digital media files to this device
Windows Media Player
Open device to view files
File Explorer
Take no action

Step 3 Now click on the device storage, this may be Phone and Card on a smartphone, and navigate to where the photos are stored. This will normally be in a folder called DCIM on your phone or camera. You can now simply cut and paste, or drag and drop, images to a new folder on your PC.


Phone
New
Sort
View
This PC › Russell's S21 › Phone ›
Downloads
Music
Pictures
Russell's S21
Phone
Videos
TI31358600A (C:)
DVD RW Drive (E:) BOOK
Alarms
Android
Audiobooks
AudioEditorCutter
buffer

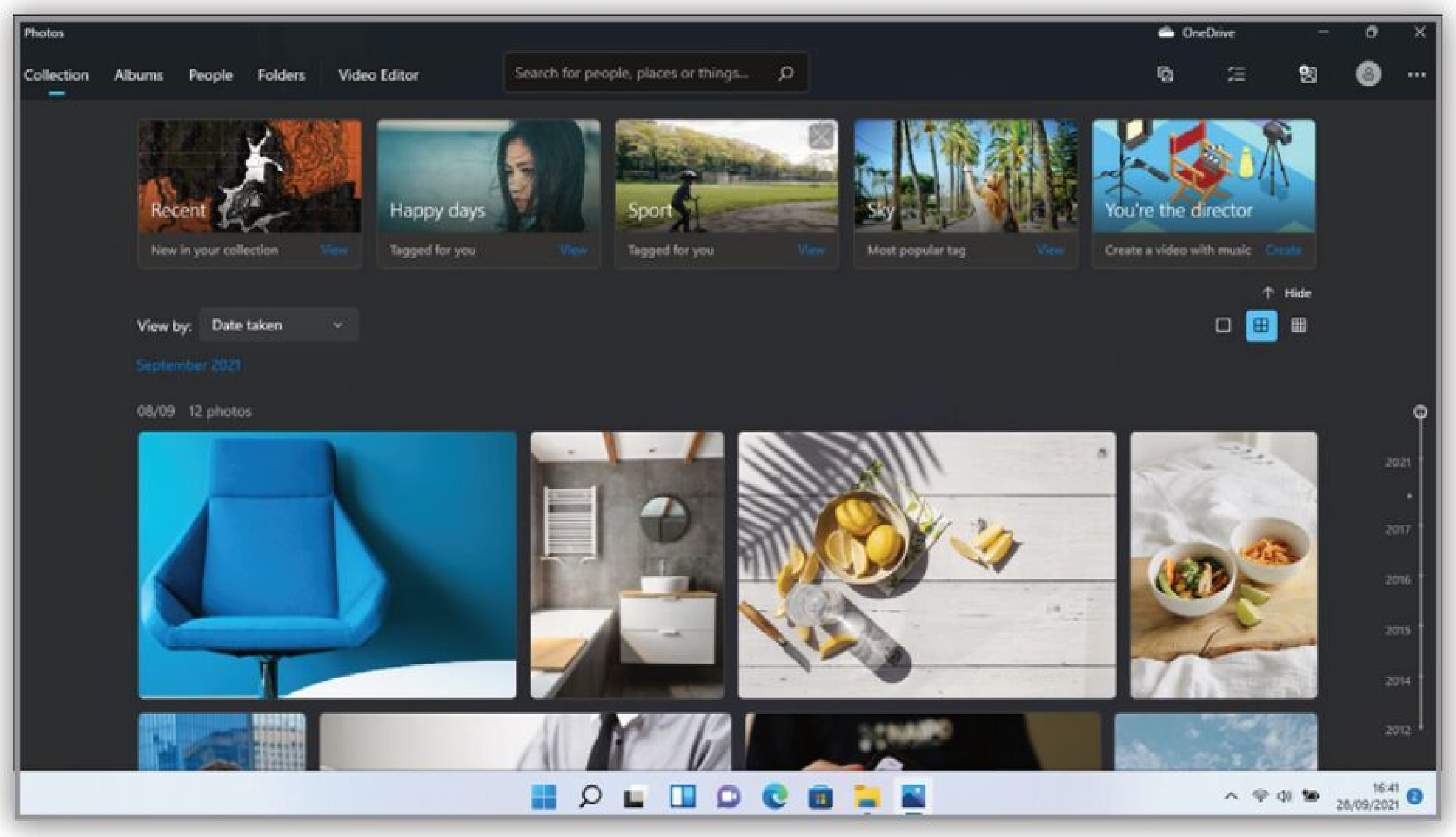
Step 4 If you have connected your phone and PC using the Your Phone app, you can import images from your phone wirelessly. Simply open the app, click on the Photos tab and then browse to the photos you want to import. You can then choose Save as…, or copy and paste to a folder.


Copy (Ctrl+C)
tos
Open
Copy
Save as...
Sha

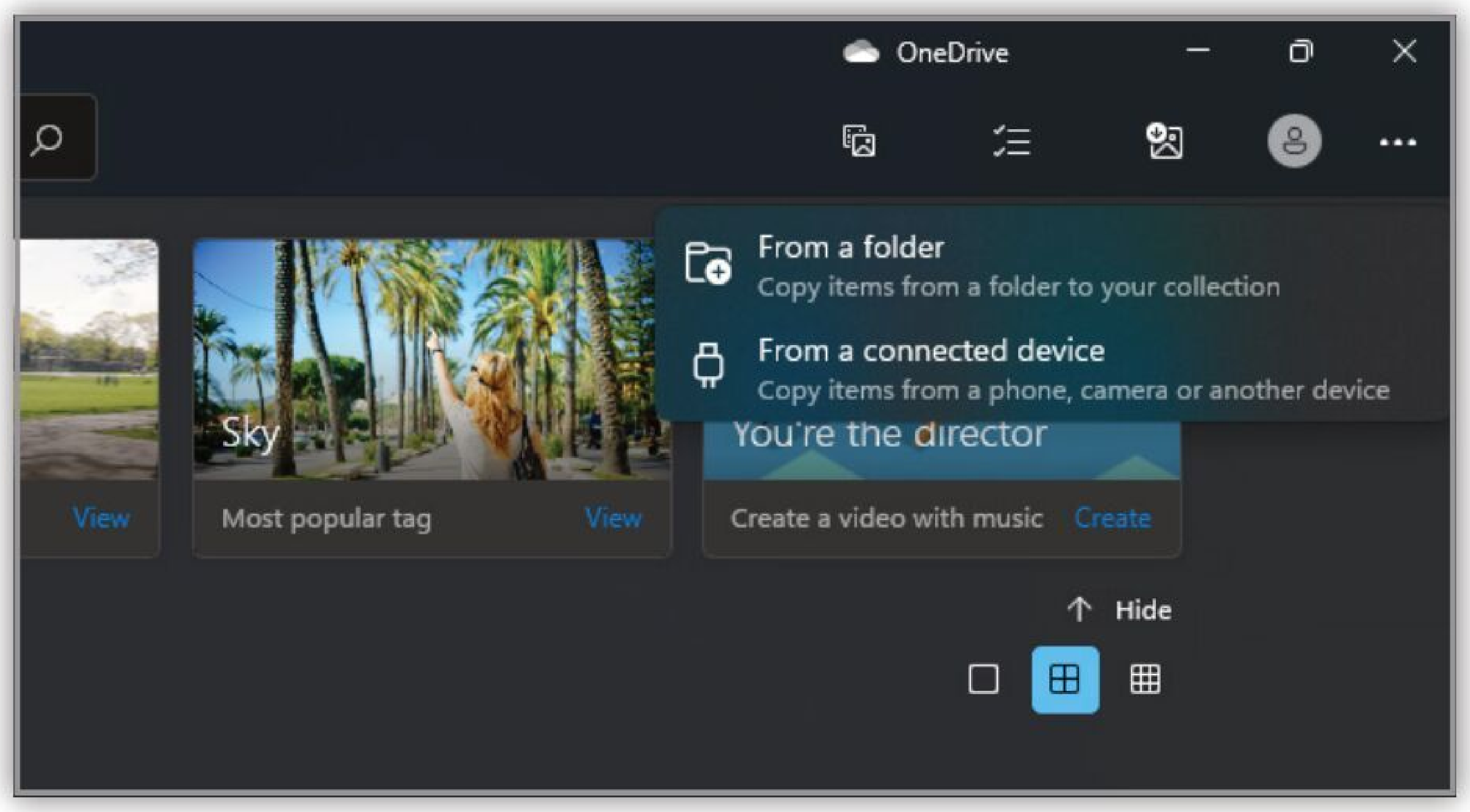
Importing to the Photos App

The Photos app is a great tool for importing photos from a phone, tablet or camera. It allows you to preview and individually pick images more easily, and even sorts them.

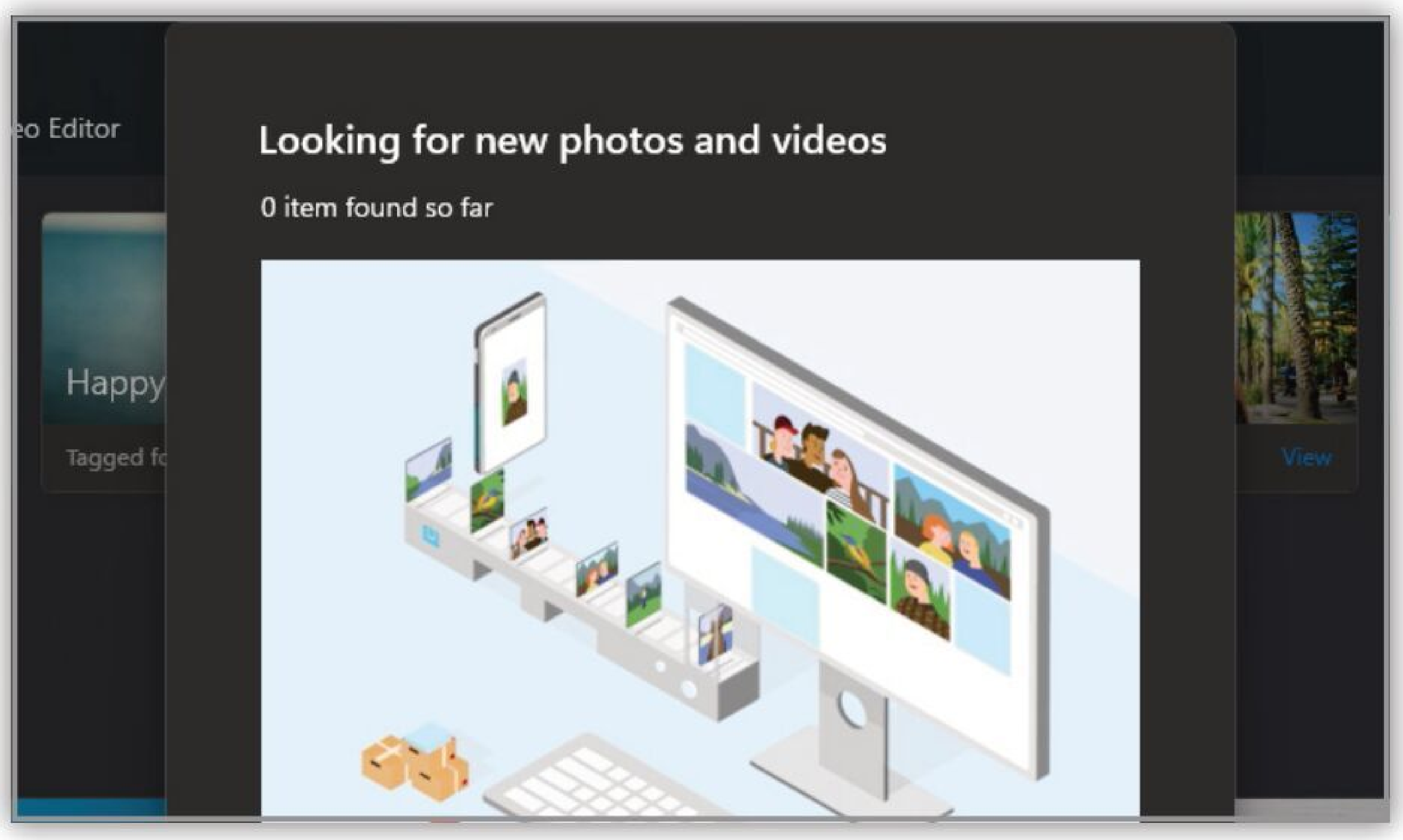
Step 1 Open the Photos app on your PC. Now connect your phone or camera to your computer using the relevant USB cable. If you see the pop-up menu asking how you want to deal with the storage media you just connected, ignore it or click it closed.


Photos
OneDrive
Collection
Albums
People
Folders
Video Editor
Search for people, places or things...
Recent
New in your collection
View
Happy days
Tagged for you
View
Sport
Tagged for you
View
Sky
Most popular tag
View
You're the director
Create a video with music
Create
Hide
View by:
Date taken
September 2021
08/09 12 photos
2021
2017
2016
2015
2014
2013

Step 2 The Photos app should have opened up with the Collections screen showing. If not, click the tab at the top to open it now. Along the top of the Collections tab are your controls: Refresh, Select, Slideshow and Import. Import is the only one you need to click at this point.

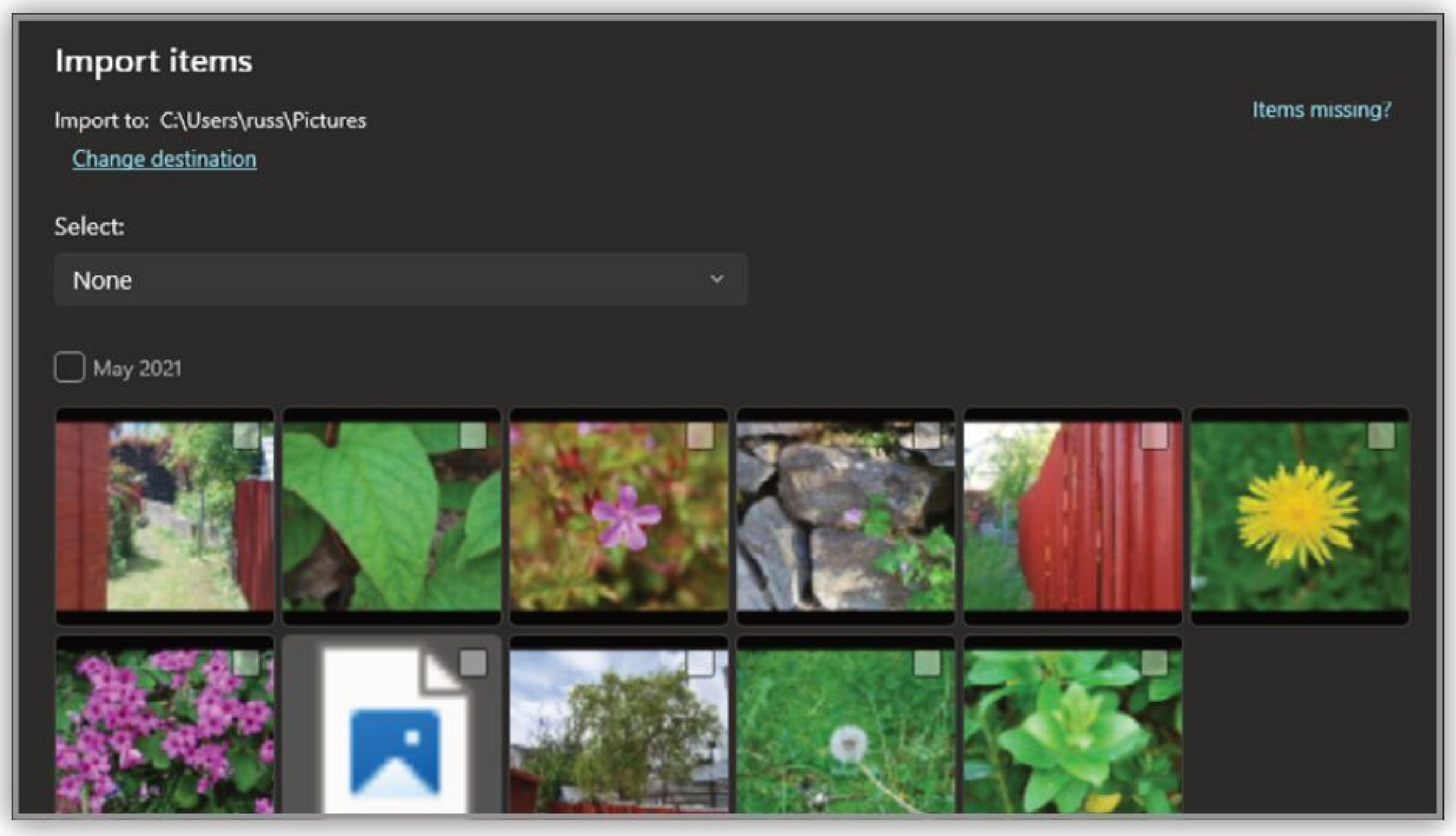

OneDrive
From a folder
Copy items from a folder to your collection
From a connected device
Copy items from a phone, camera or another device
Sky
Most popular tag
View
View
You're the director
Create a video with music
Create
Hide

Step 3 The Photos app will now search for photos available to be imported. If your device is not connected properly, or the correct USB drivers are not installed, it will fail to find anything at this point. If you are transferring from a phone or tablet, you may also have to unlock the screen to continue.


Looking for new photos and videos

0 item found so far
eo Editor
Happy
Tagged fo
View

Step 4 By default, every image detected on your device will be selected for importing. If you want to import everything, click Continue. If not, you can use the check boxes on the images to select those you want to import; use the Clear All and Select All buttons as required.

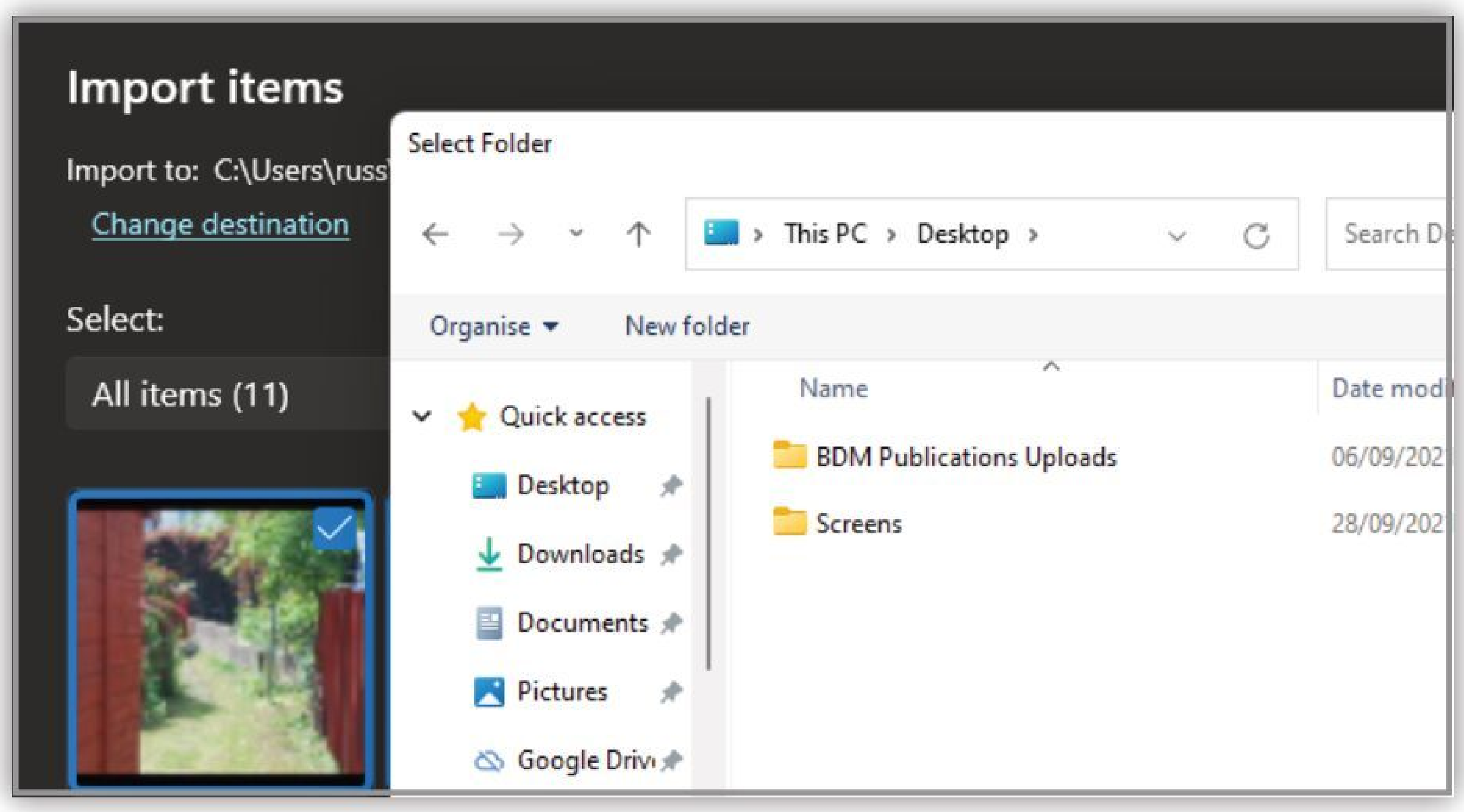

Import items

Import to: C:\Users\russ\Pictures

Select: None

☐ May 2021
Items missing?
Change destination

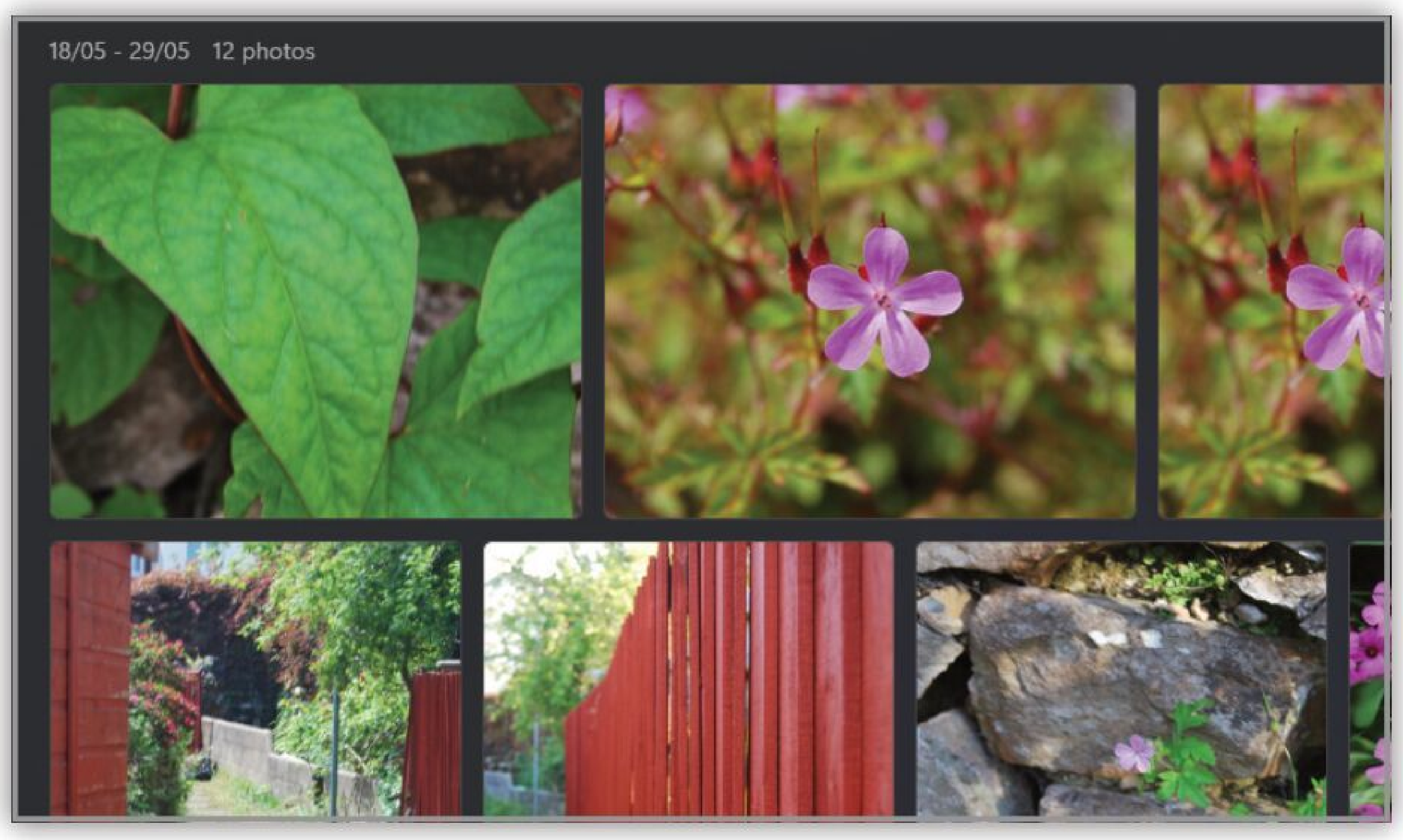
Step 5 You can now choose where the imported photos will be saved. By default, this will probably be somewhere like C:\Users\YourName\Pictures. Click the 'Change where they're imported' link to do just that. You can also choose to import into folders arranged by month or day.


Import items

Import to: C:\Users\russ

Select: All items (11)
Change destination
Select Folder
This PC
Desktop
Search D
Organise
New folder
Quick access
Desktop
Downloads
Documents
Pictures
Google Driv
Name
Date mod
BDM Publications Uploads
06/09/202
Screens
28/09/202

Step 6 Click Import. Your image will now begin to appear in the Photos app window, within the Collections section. An album will also be created called Last Import. Click on one of the images shown to begin editing or enhancing it with the tools Photos offers.


18/05 - 29/05 12 photos

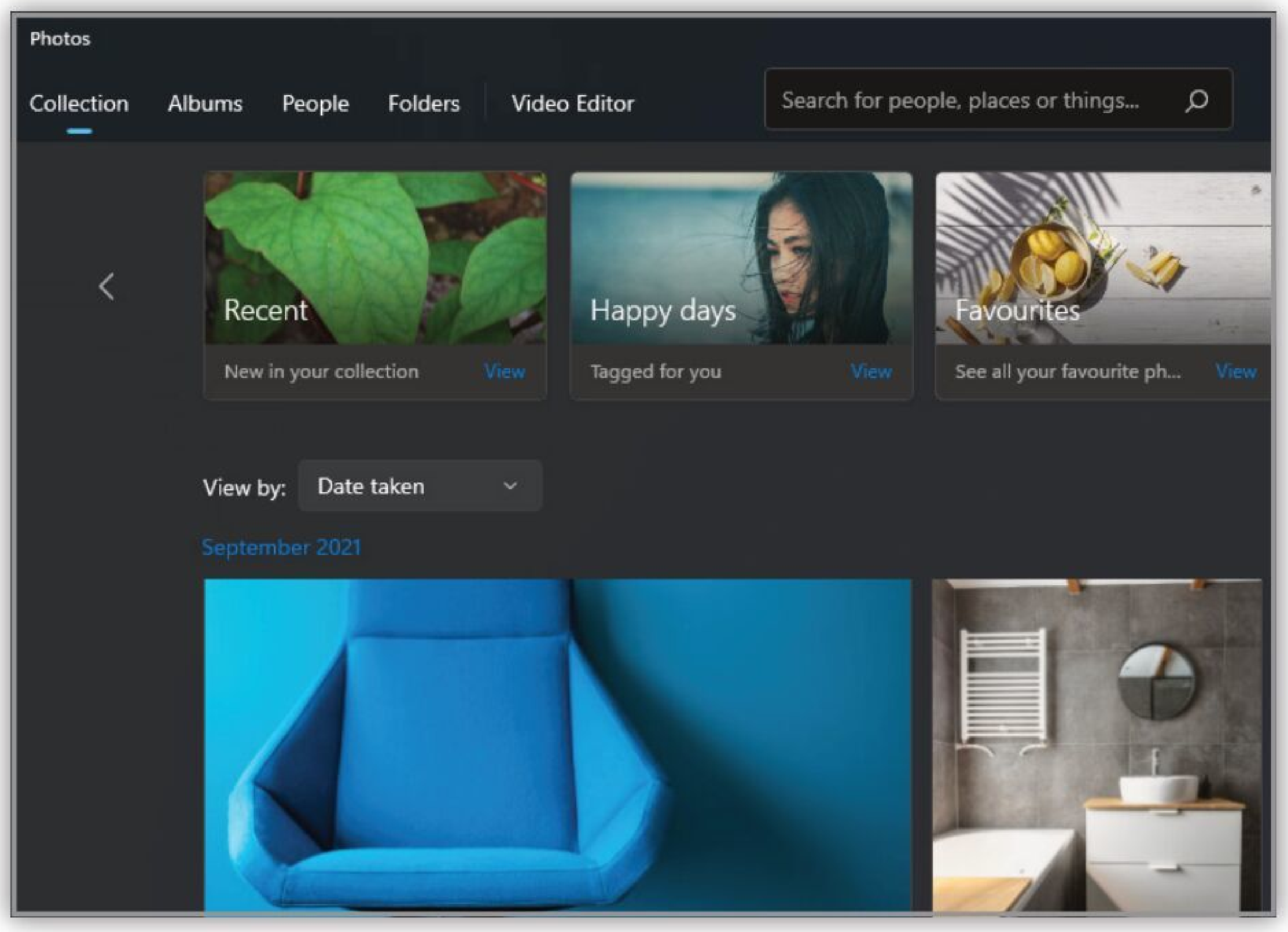
How to Manage and Edit Your Photos

The Photos app was first introduced in Windows 8, but it wasn’t the best experience. In Windows 11 it has been improved, even over the Windows 10 version, with better ways to browse photos and a lot more editing options to make the most of your images.

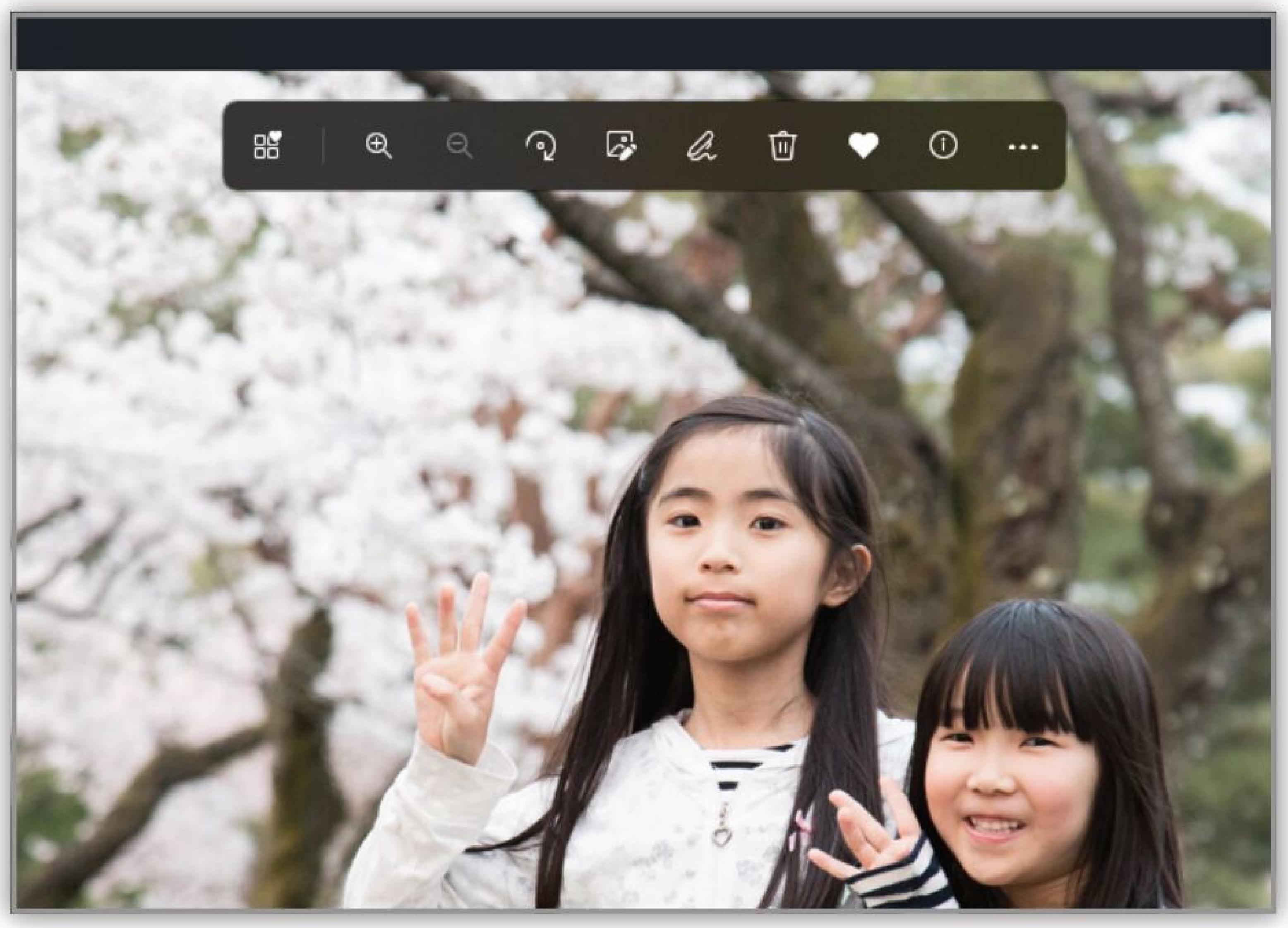
Managing Your Images

The Photos app has seen some useful improvements over the last few years and is actually very powerful now. It doesn’t offer the flexibility of an app like Photoshop Elements, but it does simple image management well.

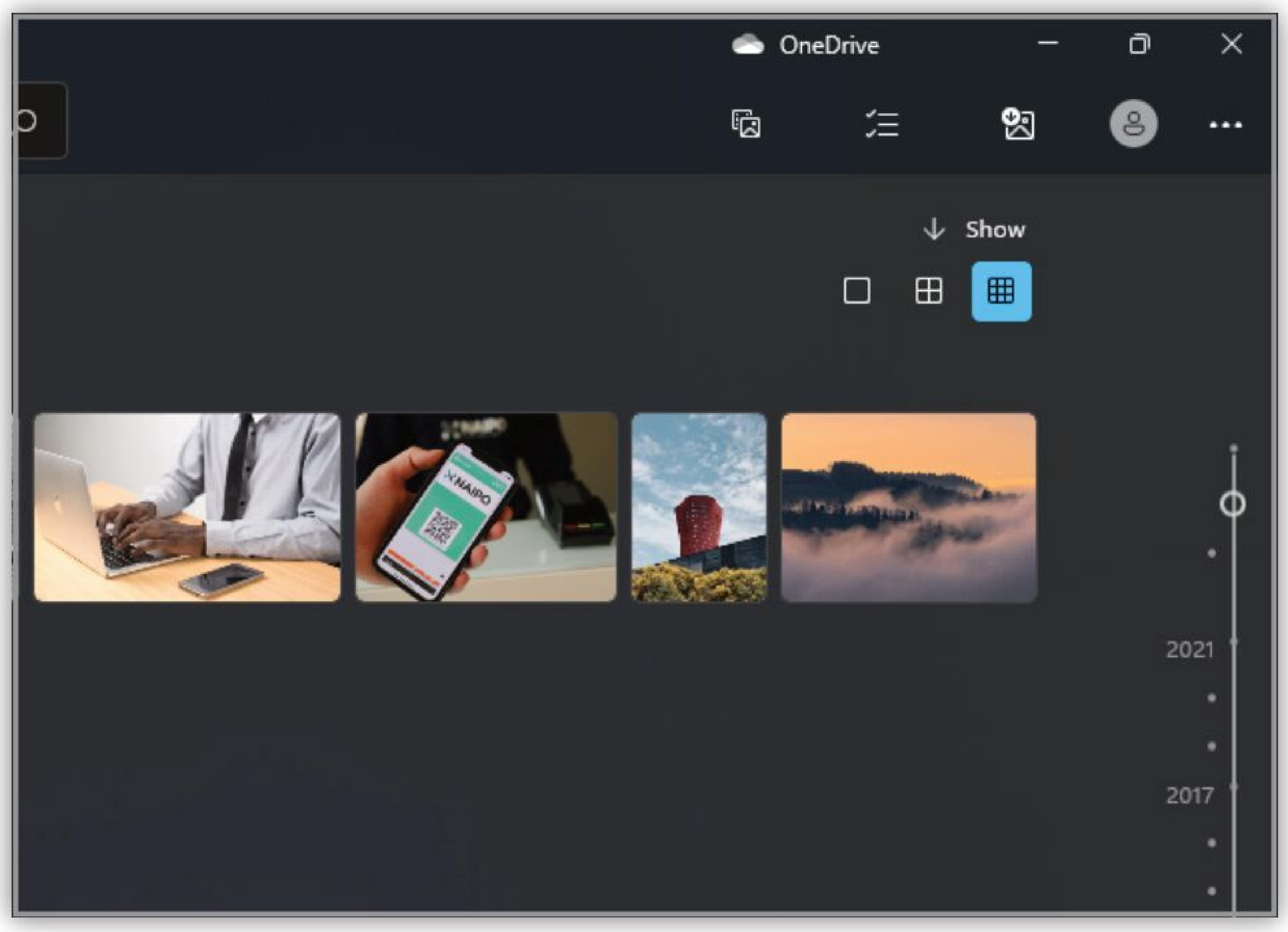
Step 1 Photos shows all of your images in a scrolling timeline of images, called the Collection, with some automatically created collections at the top (this can be hidden using the Hide button). You can click on any image to get a full-window view, with a quick-select bar of images shown along the bottom.


Photos
Collection
Albums
People
Folders
Video Editor
Search for people, places or things...
Recent
New in your collection
View
Happy days
Tagged for you
View
Favourites
See all your favourite ph...
View
View by:
Date taken
September 2021

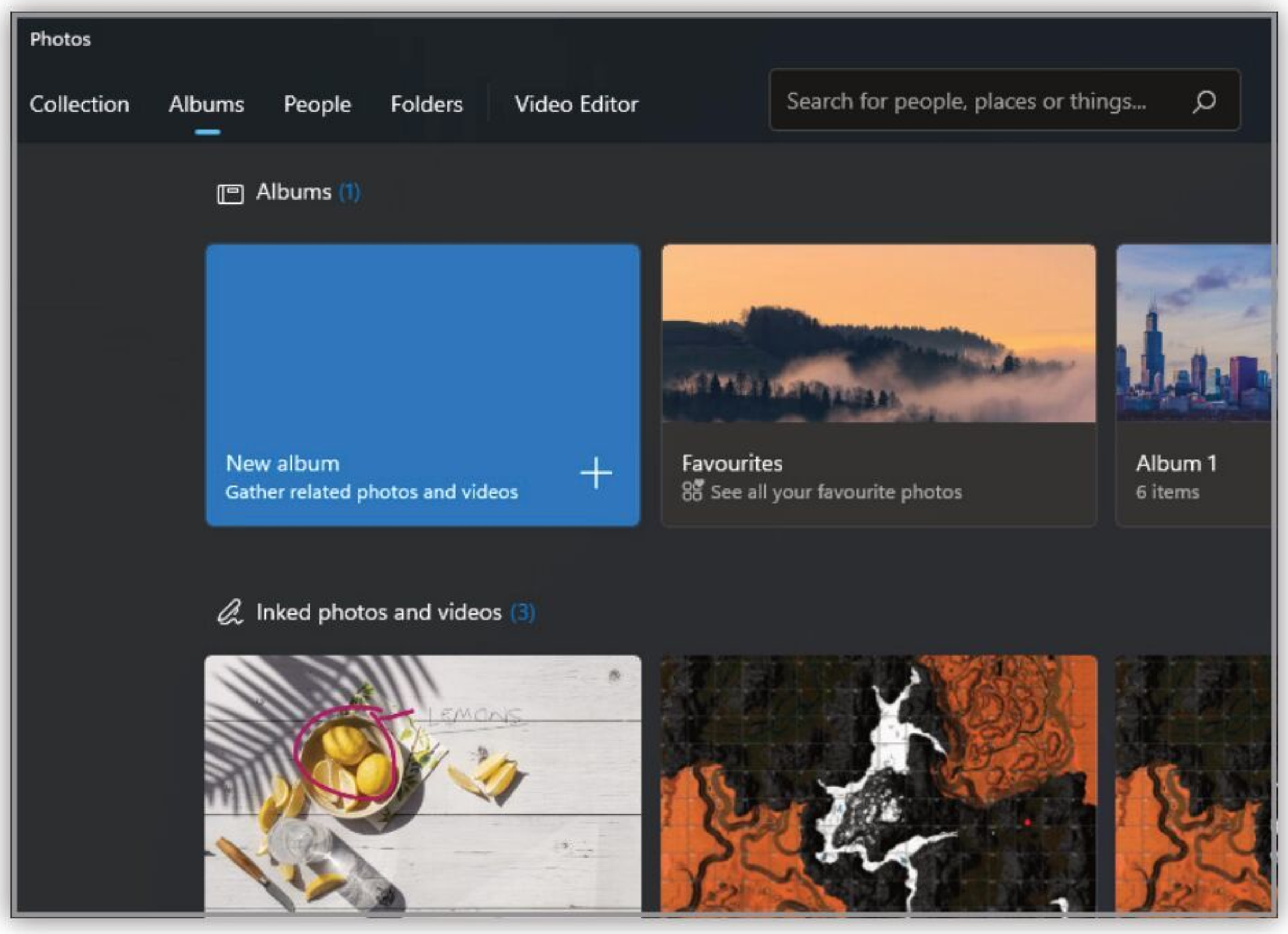
Step 2 Along the top of the full image view is a toolbar. This contains zoom and rotate buttons, an edit image button and draw button, as well as delete, add to favourites, file information, save as, resize and several more. You can click the Back arrow in the top left corner to return to the main image list.



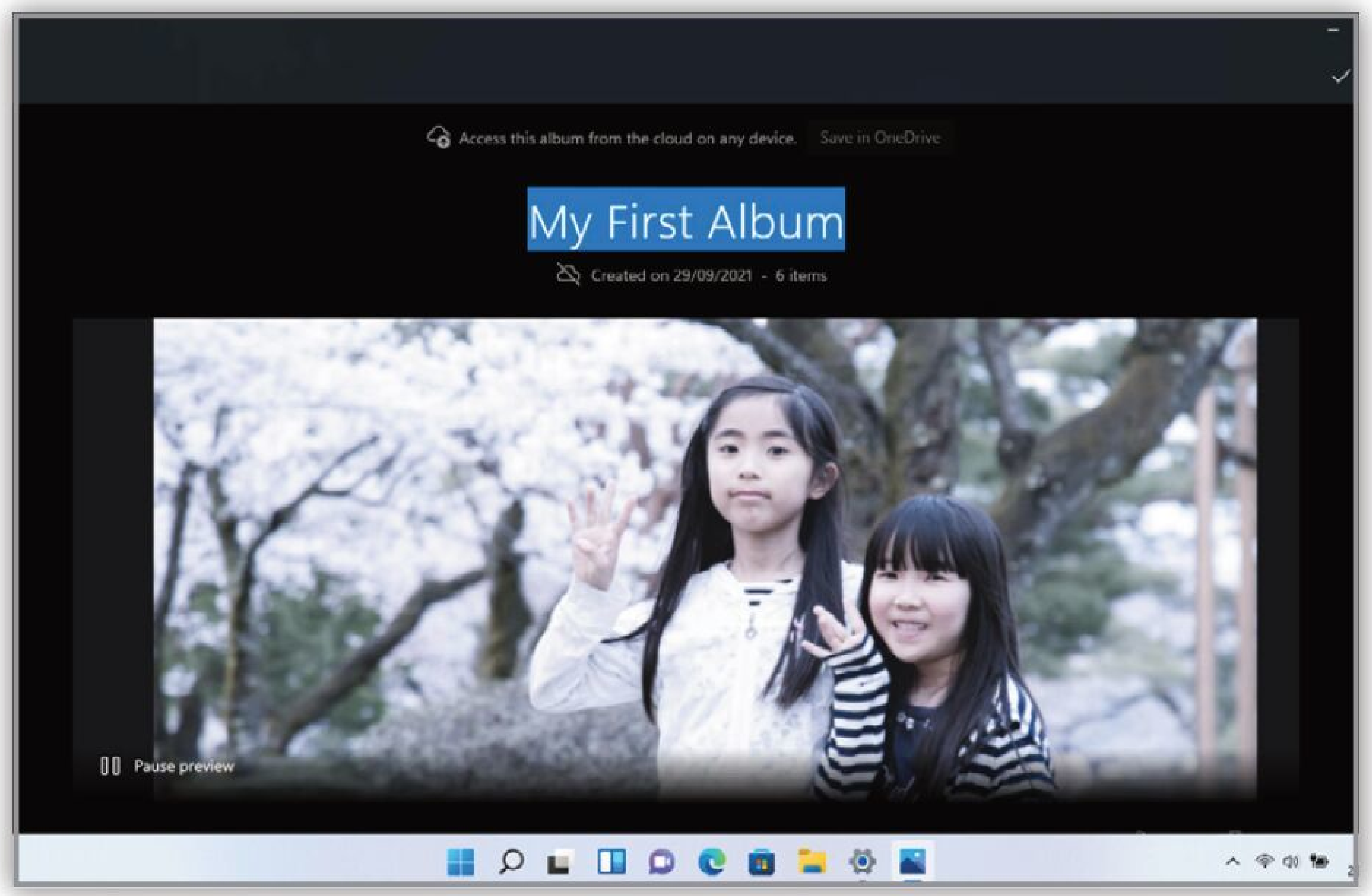
Step 3 You can manage the main image view (Collection) in several ways. The View by menu lets you switch between sorting images by date taken or recently added. On the opposite side of the screen are the view controls, changing between large view, medium view and small thumbnail view.


OneDrive
Show
2021
2017

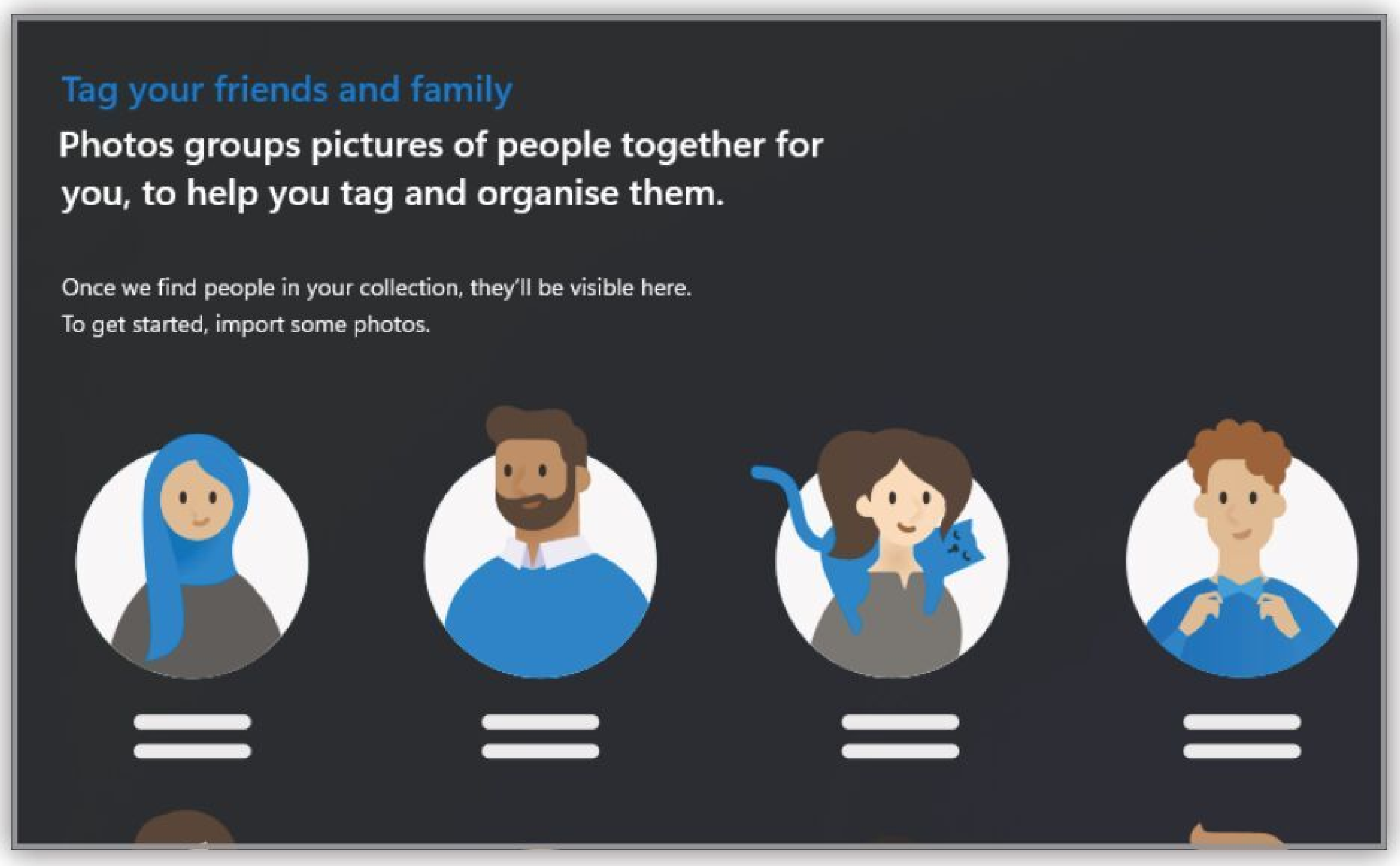
Step 4 Albums, accessed by clicking the tab at the top of the main window, is a partially automated feature that creates groups of photos based on several different criteria. For example, images that have been drawn on with Windows Ink, or images that have been tagged as favourites.


Photos
Collection
Albums
People
Folders
Video Editor
Search for people, places or things...
Albums (1)
New album
Gather related photos and videos
Favourites
See all your favourite photos
Album 1
6 items
Inked photos and videos (3)

Step 5 You can create your own albums by clicking the “New Album” button. You can then select any images in the Photos app you want to add. With all of the images you want selected, click the Create button and the album will be shown with a slideshow. You can then rename the album.


Access this album from the cloud on any device. Save in OneDrive
My First Album
Created on 29/09/2021 · 6 items
Pause preview

Step 6 The People option is another automatically-created section, that builds collections of images based on facial recognition. As you begin to add photos of people, it will initially pull in any images that include faces, and then begin to sort those images by different people that are recognised.

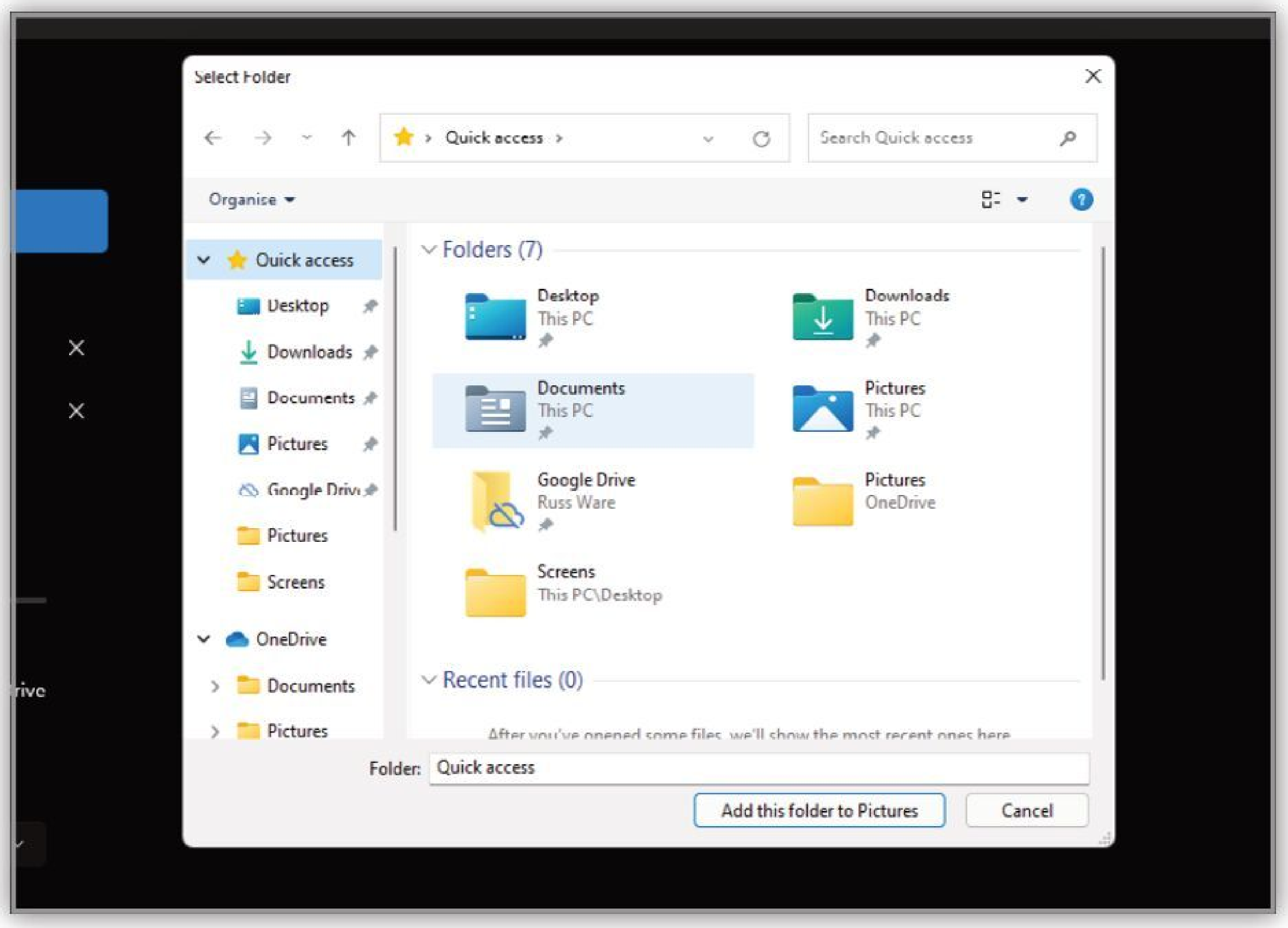


Tag your friends and family

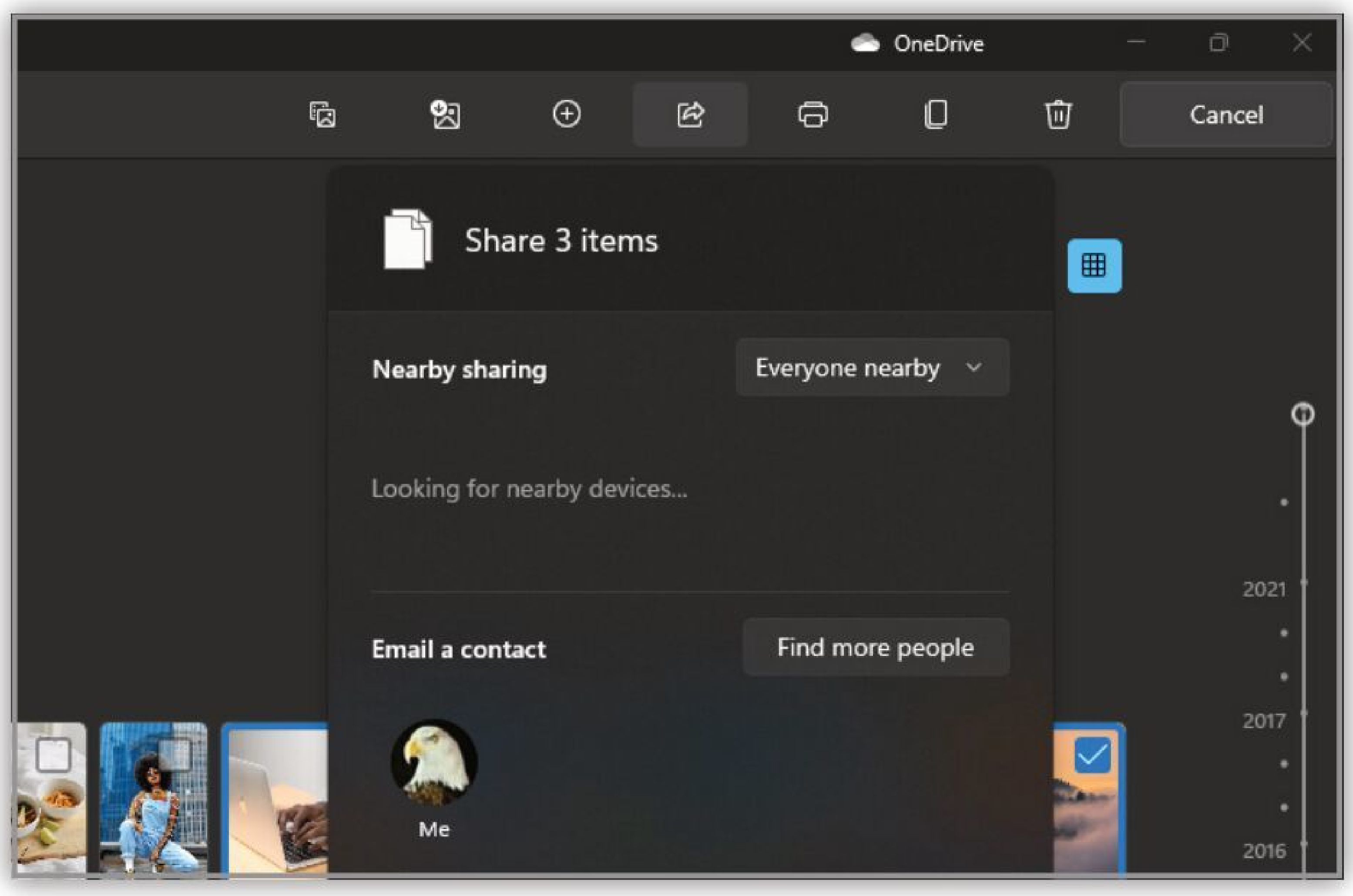
Photos groups pictures of people together for you, to help you tag and organise them.

Once we find people in your collection, they'll be visible here.
To get started, import some photos.

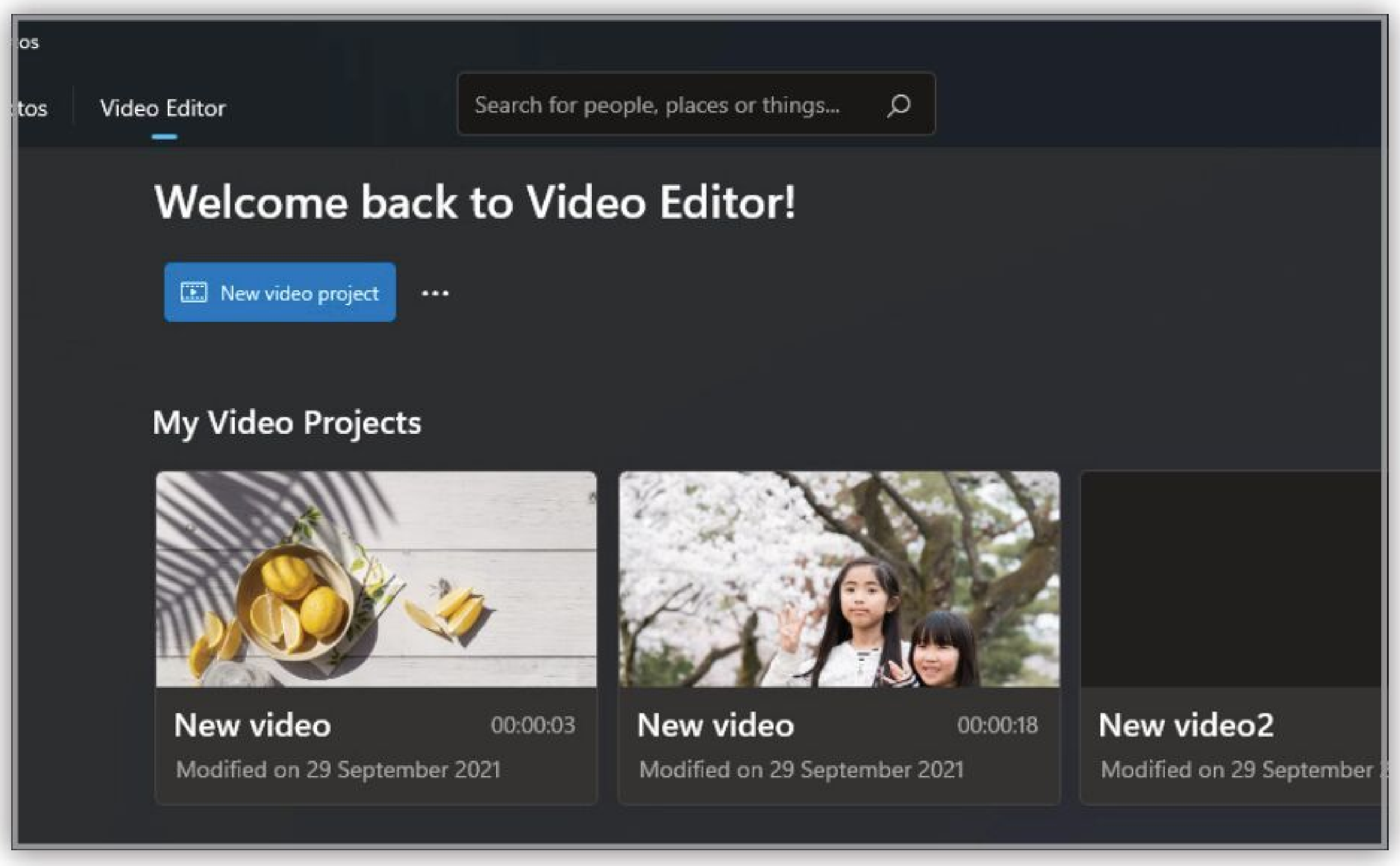
Step 7 You can choose where Photos should look for images in the app Settings. Your own Pictures folder, plus the OneDrive Pictures folder, are automatically included (if you have OneDrive set up), but you can change this if you store your images somewhere else; perhaps on an external hard drive.


Select Folder
Quick access
Search Quick access
Organise
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
Folders (7)
Desktop
This PC
Downloads
This PC
Documents
This PC
Pictures
This PC
Google Drive
Russ Ware
Pictures
OneDrive
Screens
This PC\Desktop
Recent files (0)
Folder: Quick access
Add this folder to Pictures
Cancel

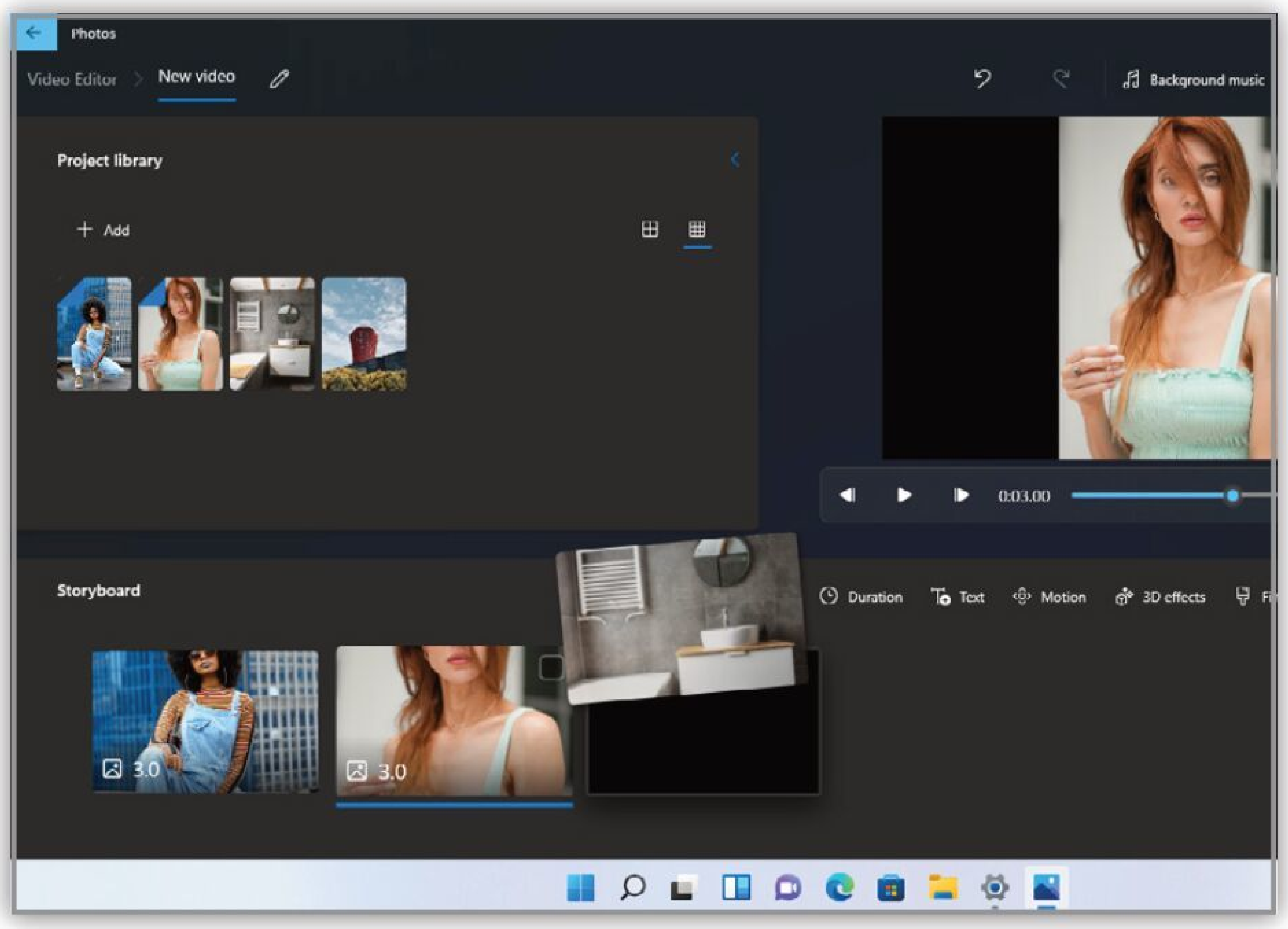
Step 8 The Select feature, found in the menu at the top right, enables you to select individual or multiple images. You’ll see the top menu bar changes, and each image has a tick box appear on it. Click them to choose the images you want. You can then use the tools at the top (share, copy, add to and delete, etc.).


OneDrive
Cancel
Share 3 items
Nearby sharing
Everyone nearby
Looking for nearby devices...
Email a contact
Find more people
Me
2021
2017
2016

Step 9 The final option on the Photos home screen is the Video Editor. This allows you to make videos made up of multiple images or video clips in your collections. It isn’t the most powerful video editing tool, but it does allow you to create simple videos with music, effects and text overlays.


Video Editor
Search for people, places or things...
Welcome back to Video Editor!
New video project
My Video Projects
New video
00:00:03
Modified on 29 September 2021
New video
00:00:18
Modified on 29 September 2021
New video2
Modified on 29 September

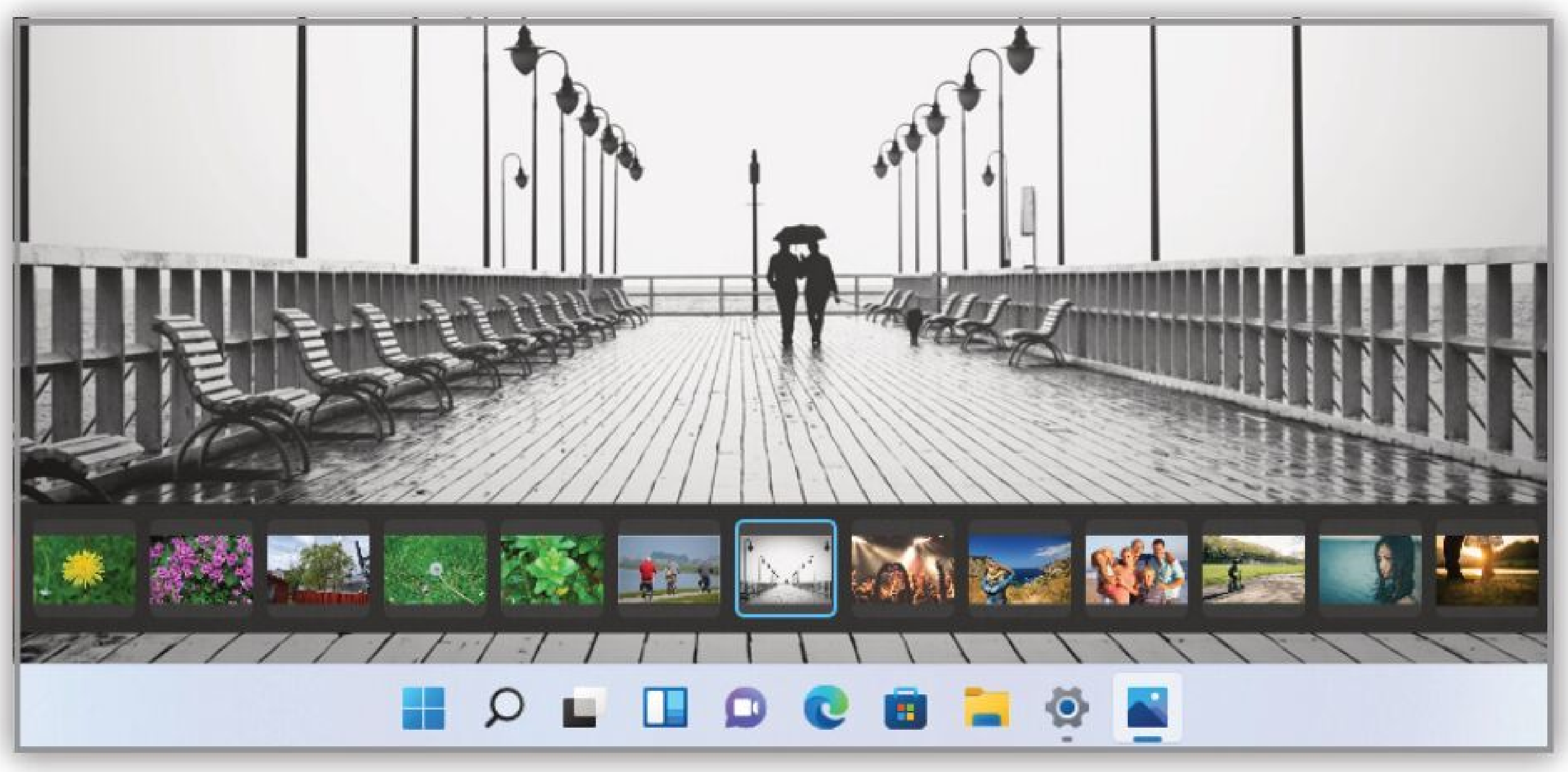
Step 10 To begin making a video, click “New video project” and name your video. Add images or video using the “+Add” button. Then drag them down into the storyboard. You can then click on each image or video clip and make adjustments to duration, effects, etc. Click “Finish Video” to save it to your computer.


Photos
Video Editor
New video
Background music
Project library
+ Add
0:03.00
Storyboard
Duration
Text
Motion
3D effects
3.0
3.0

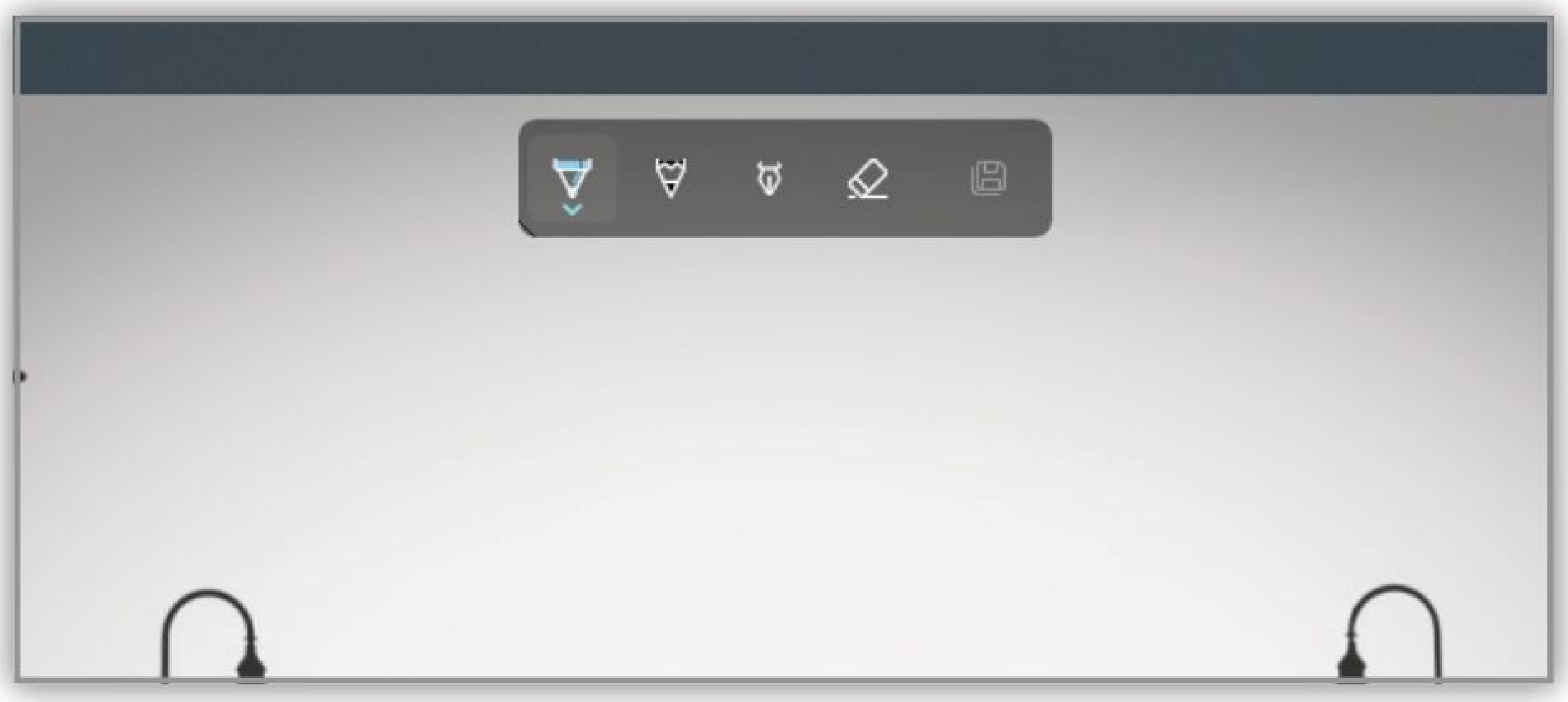
Drawing on Images

The Photos app in Windows 11 allows you to draw or write on top of your images, and then save them as a completely new file or replace the original.

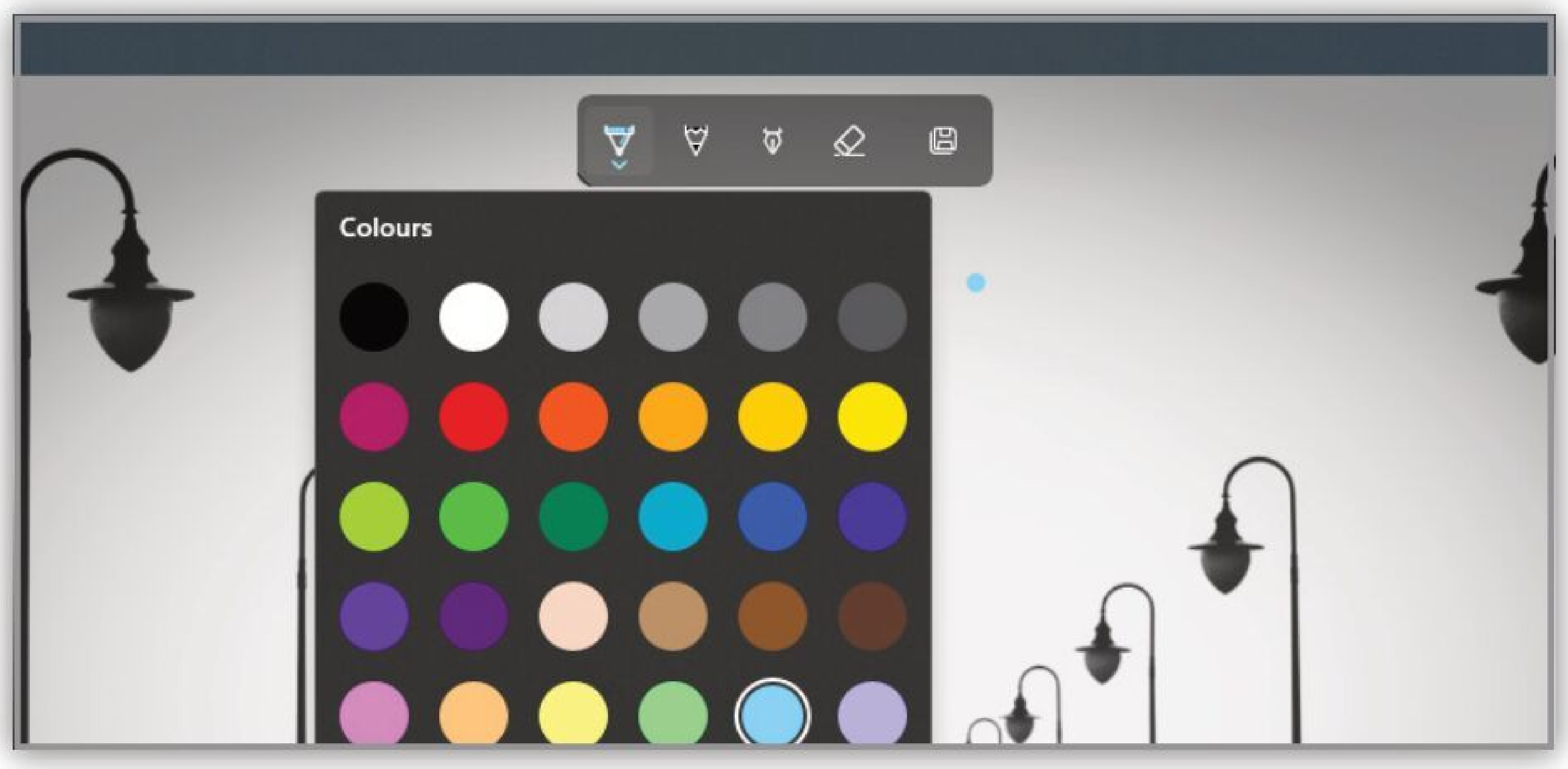
Step 1 Open the Photos app and select your image, or double click an image to open it in Photos if that is the default app. Along the top of the image are several buttons, click the Draw button to begin editing your image. You will see a new set of buttons and controls appear at the top.



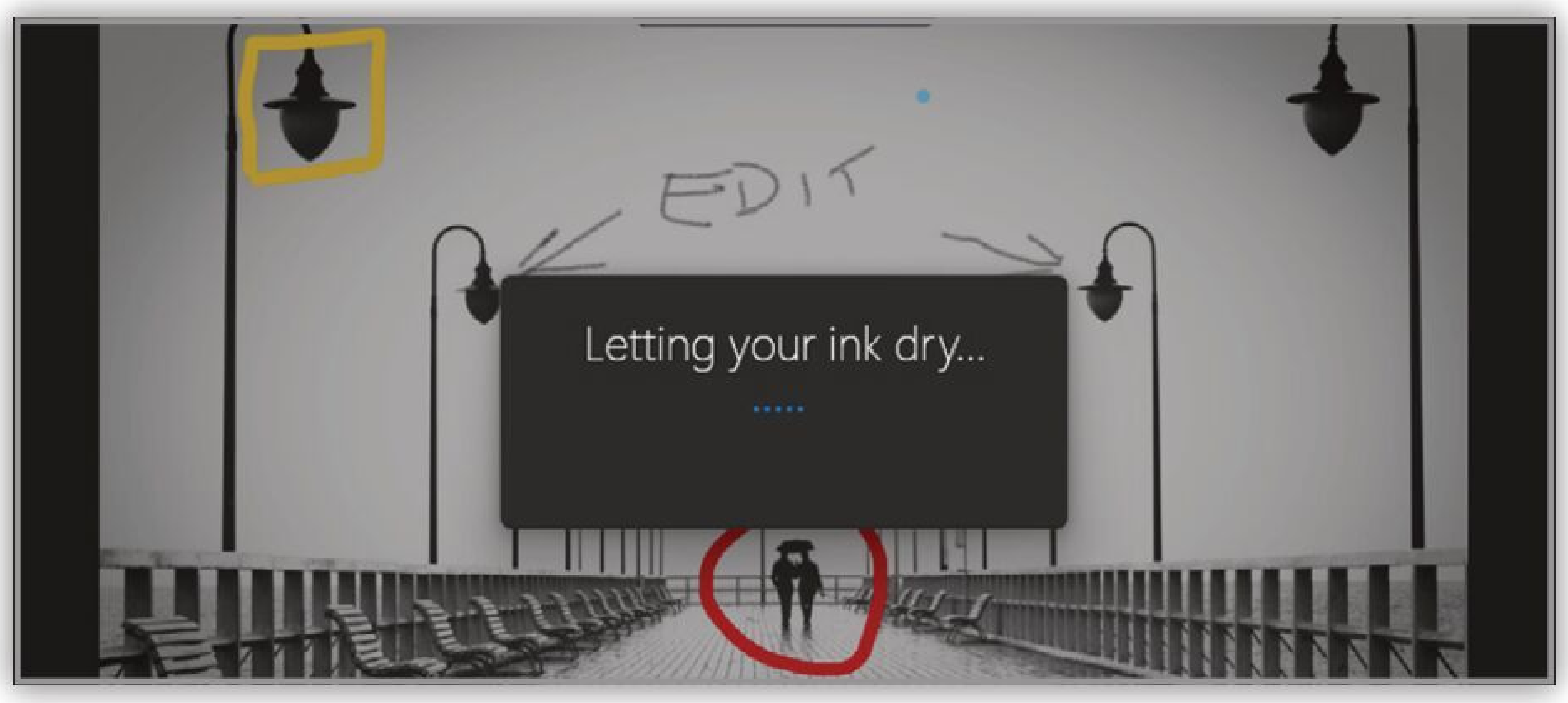
Step 2 These have been somewhat simplified for Windows 11. From left to right, these buttons allow you to draw/write in pen style, pencil style, calligraphy style, erase your ink and save your file. If you click on any button and see a small arrow, click again to open a contextual menu for it.



Step 3 The contextual menus allow you to change the colour and the thickness of the pen or pencil tools. When you have picked a style, colour and size, you can begin to draw or write over the top of your image. The drawing tool in Photos works best with a touchscreen PC or stylus.



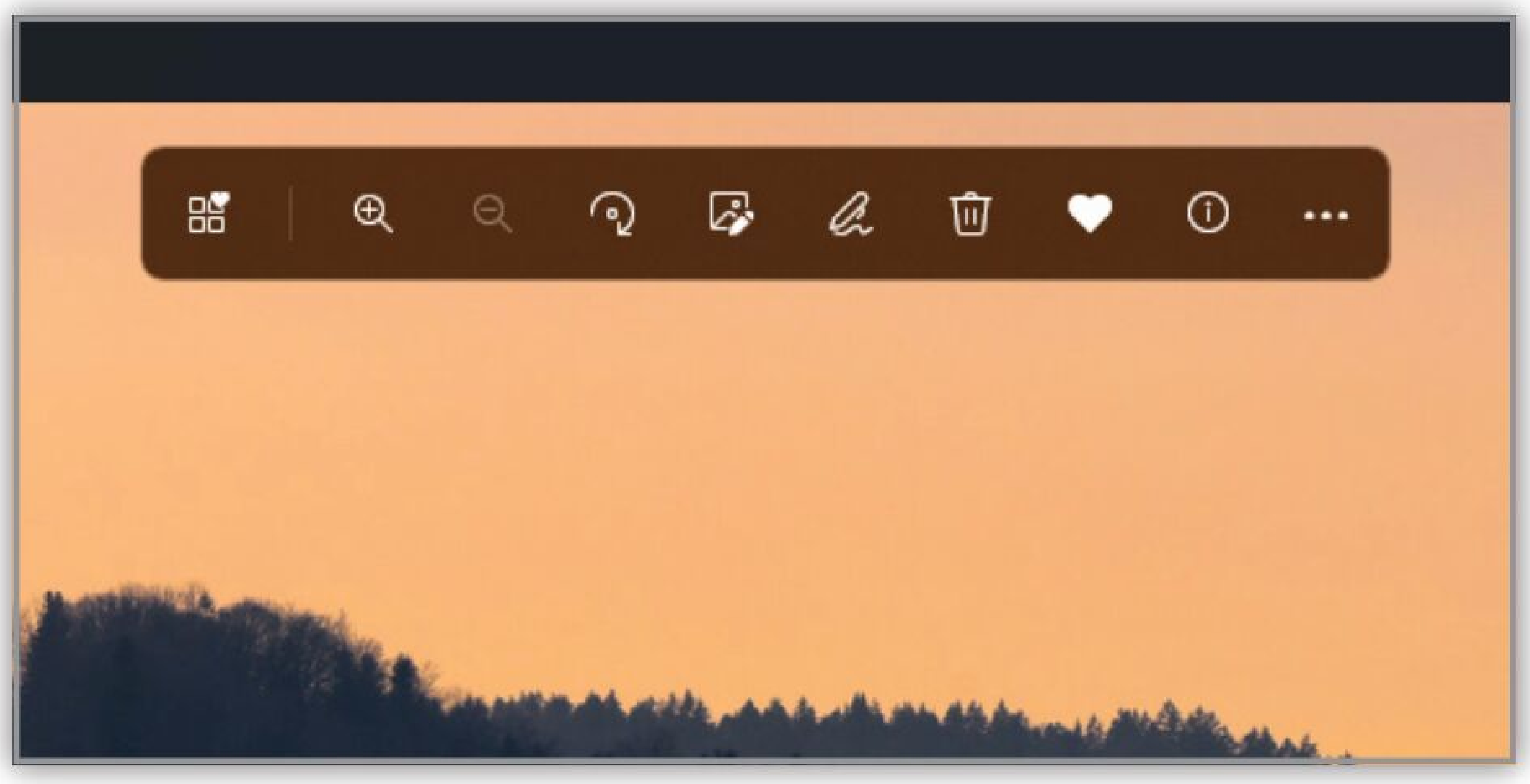
Step 4 Once you have completed drawing or writing on your image, you can save it. Your image will automatically be saved with a slightly different file name, so you don't have to worry about overwriting the original. Your inked image will appear in your Collection.



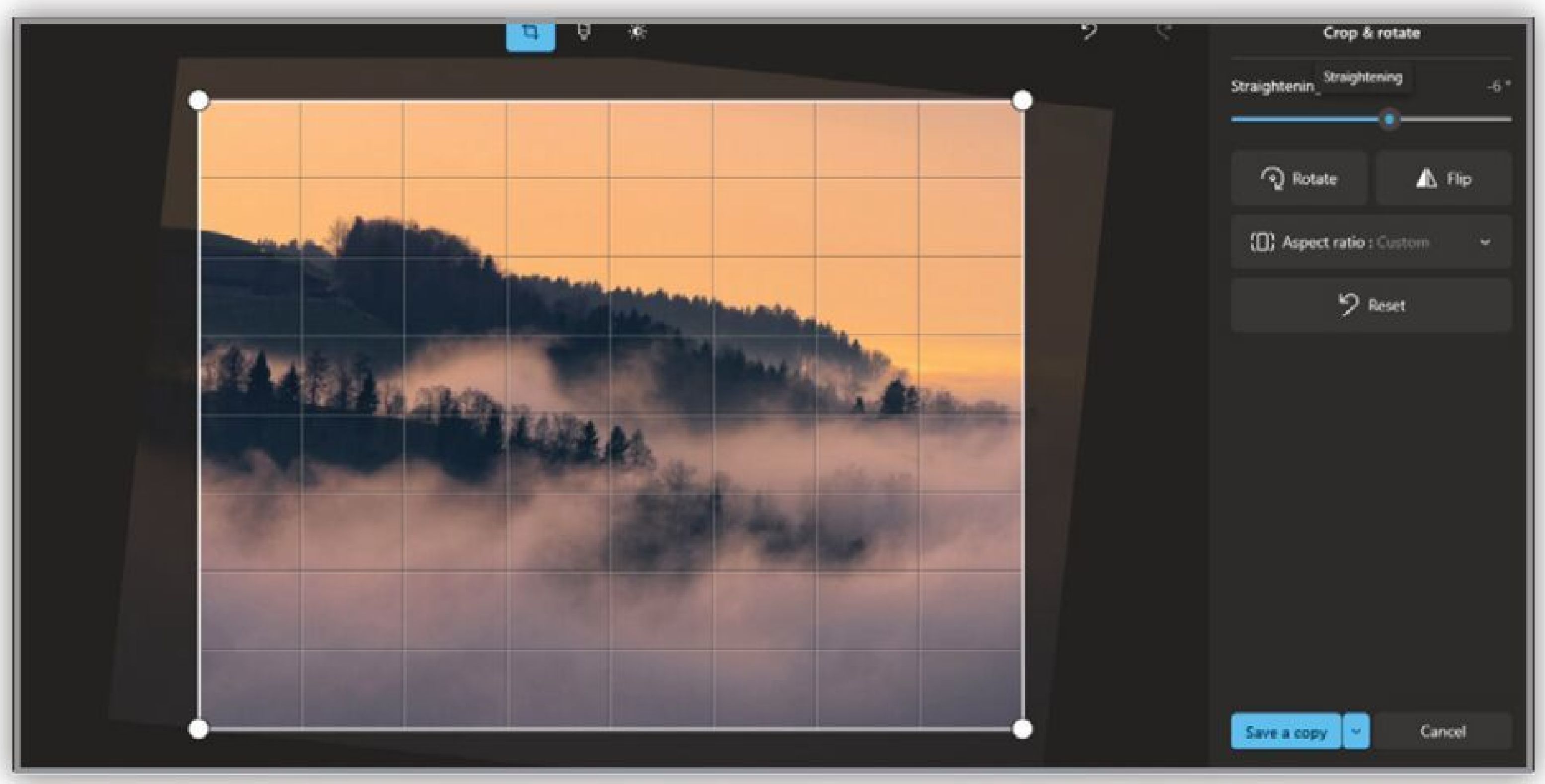
Editing Images in Photos

The editing tool in Photos may look deceptively simple, but while this is no Adobe Lightroom, you do have a good selection of tools to make your images look better.

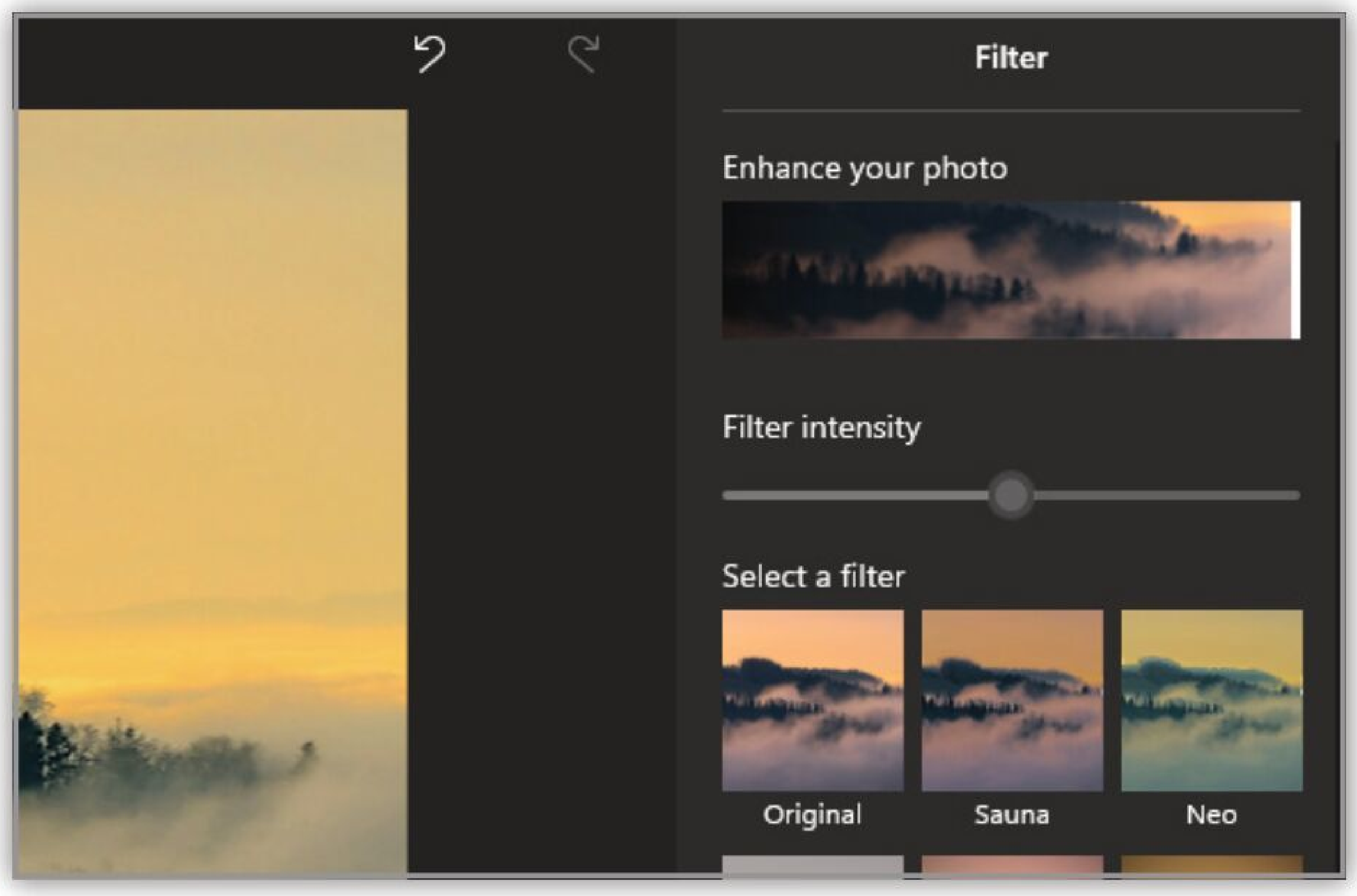
Step 1 Open your image in Photos and click on the Edit button at the top of the screen. The image will be shrunk down slightly to fit the editing toolbar that appears down the right of the of the editing window. Along the top are the three main editing section tabs: Crop/rotate, Filters and Adjustments.



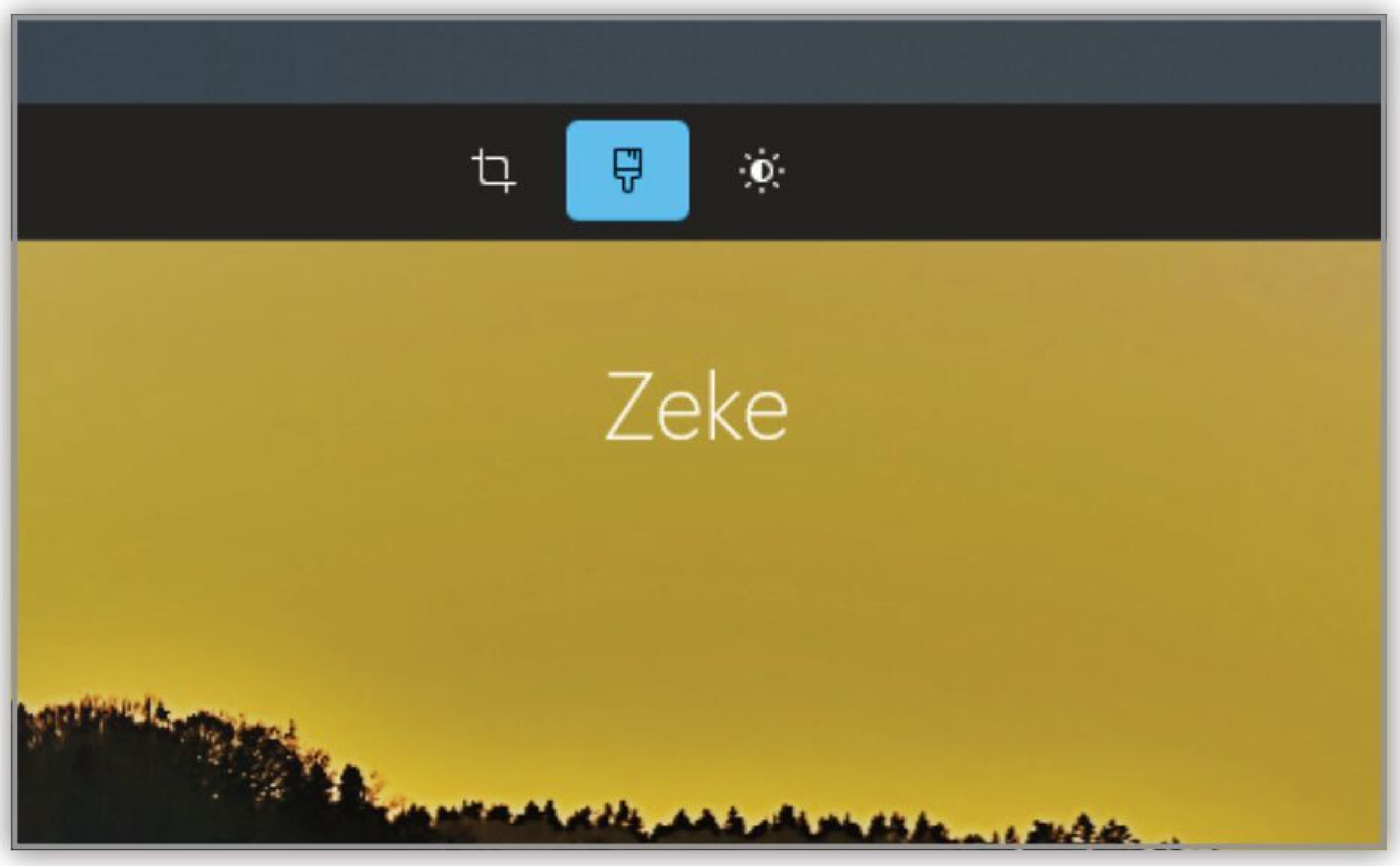
Step 2 Starting with Crop and Rotate. Click this to see further options for managing the aspect of your image. You can choose a preset aspect ratio, or drag the handles at the corners to crop to a custom shape. If you need to straighten the image, you can do so using the slider in the toolbar.



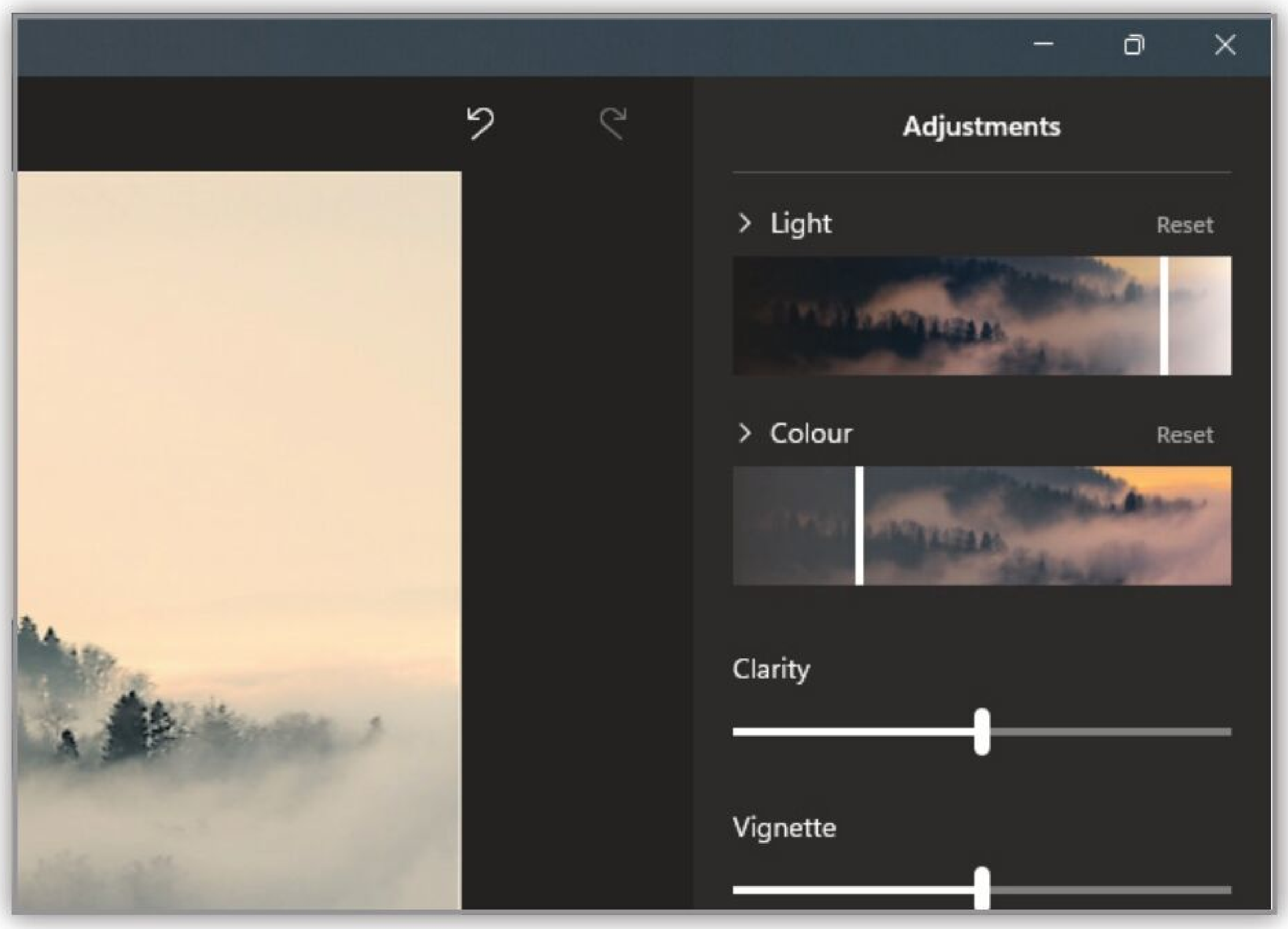
Step 3 Moving to the Filters section, at the top of the toolbar is the Enhance button. You can click this to let the software make changes and improvements to the image automatically. You will see the image change slightly, and you can then use the slider on the button to increase or decrease those changes.


Filter
Enhance your photo
Filter intensity
Select a filter
Original
Sauna
Neo

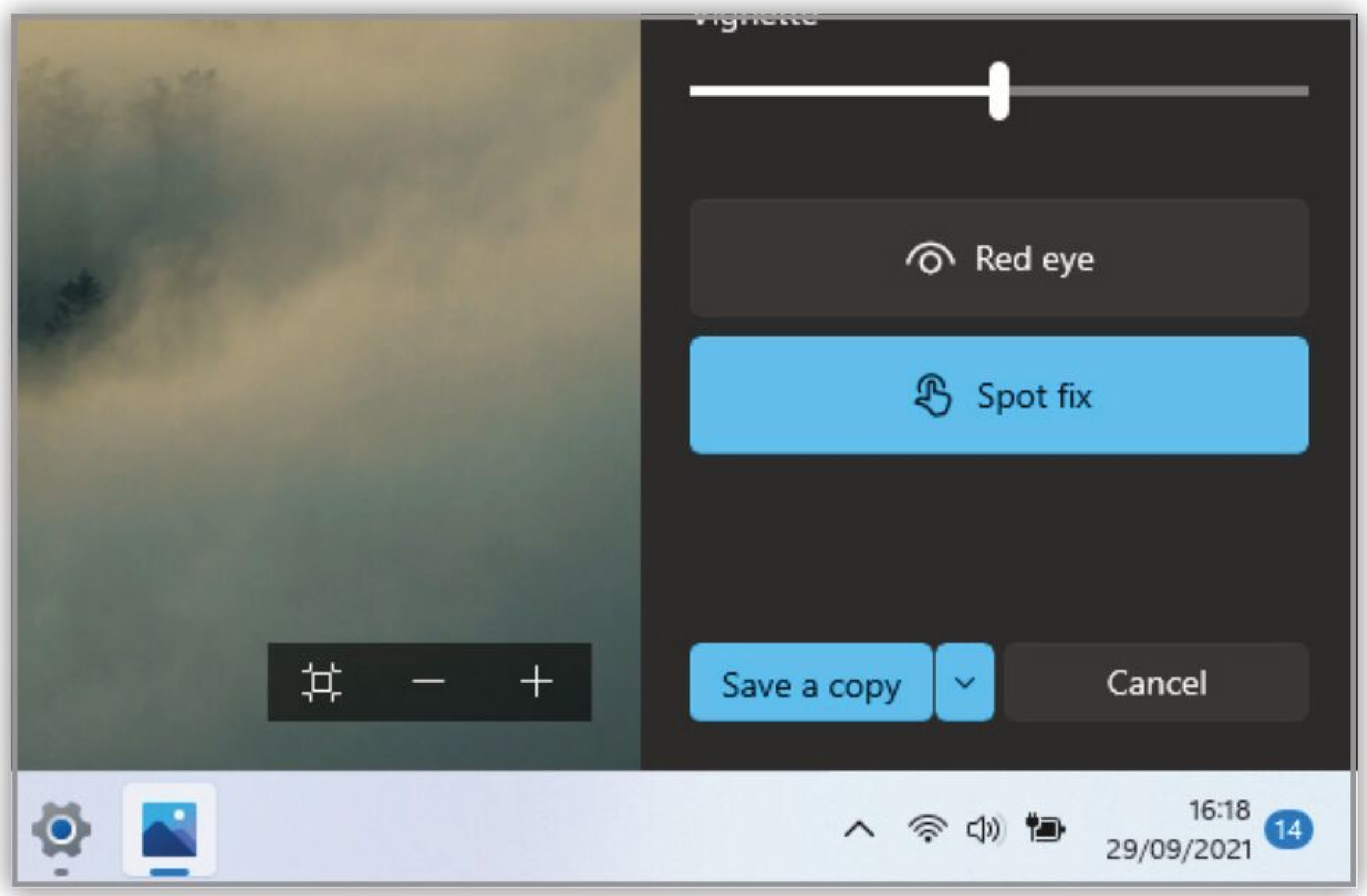
Step 4 You can, of course, apply enhancements yourself. Below the Auto-enhance button are the photo filters. Click on any of these to see the changes applied to your image. You can apply a filter and then adjust its effects by clicking on the Adjust tab at the top of the toolbar.



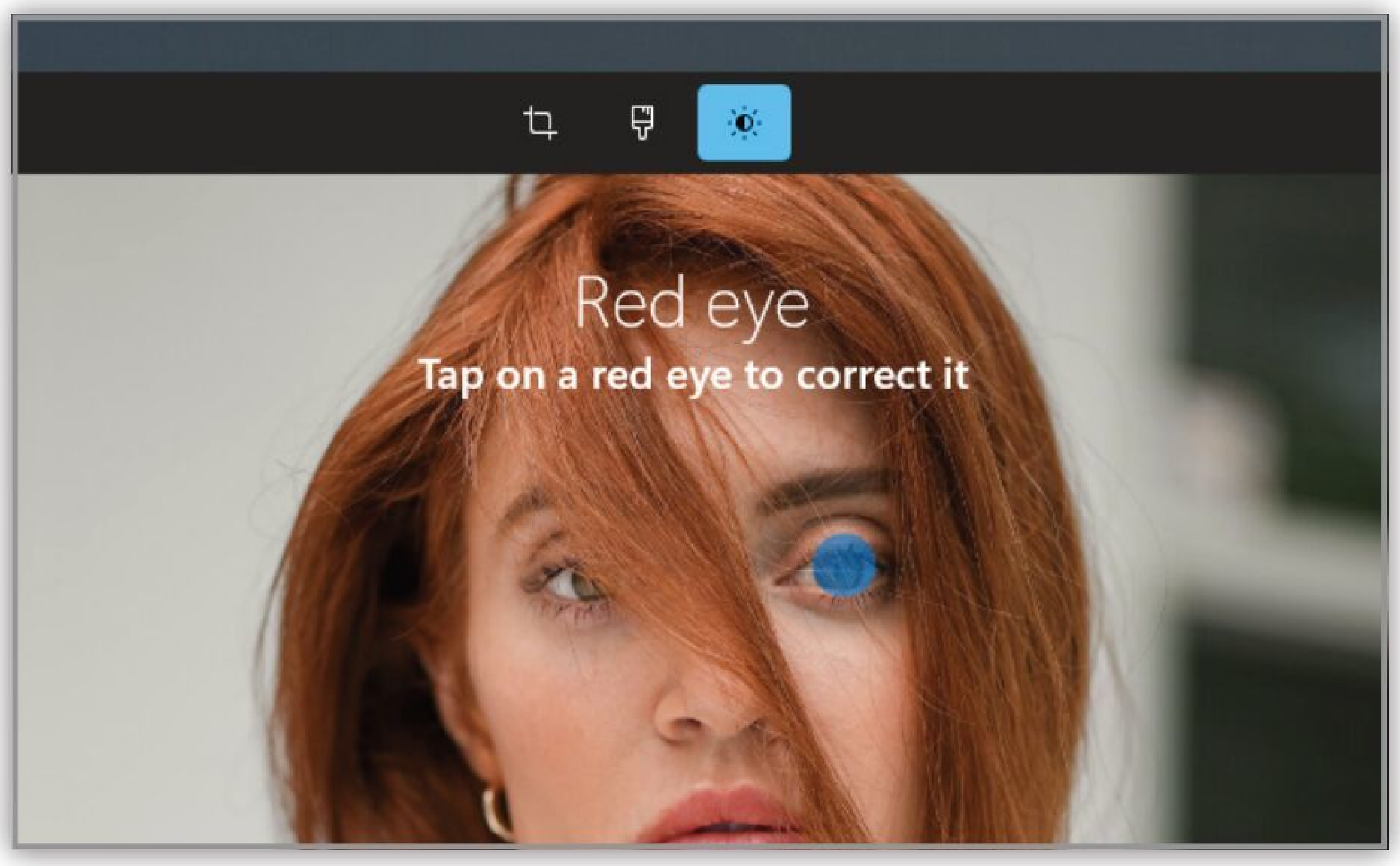
Step 5 The tools in the Adjust tab allow you to tweak the Light, Colour, Warmth and Clarity of an image. You can also use a slider to apply a Vignette (to lighten or darken the edges of an image). Just use the sliders to adjust any of these effects until you are happy with your image.


Adjustments
Light
Reset
Colour
Reset
Clarity
Vignette

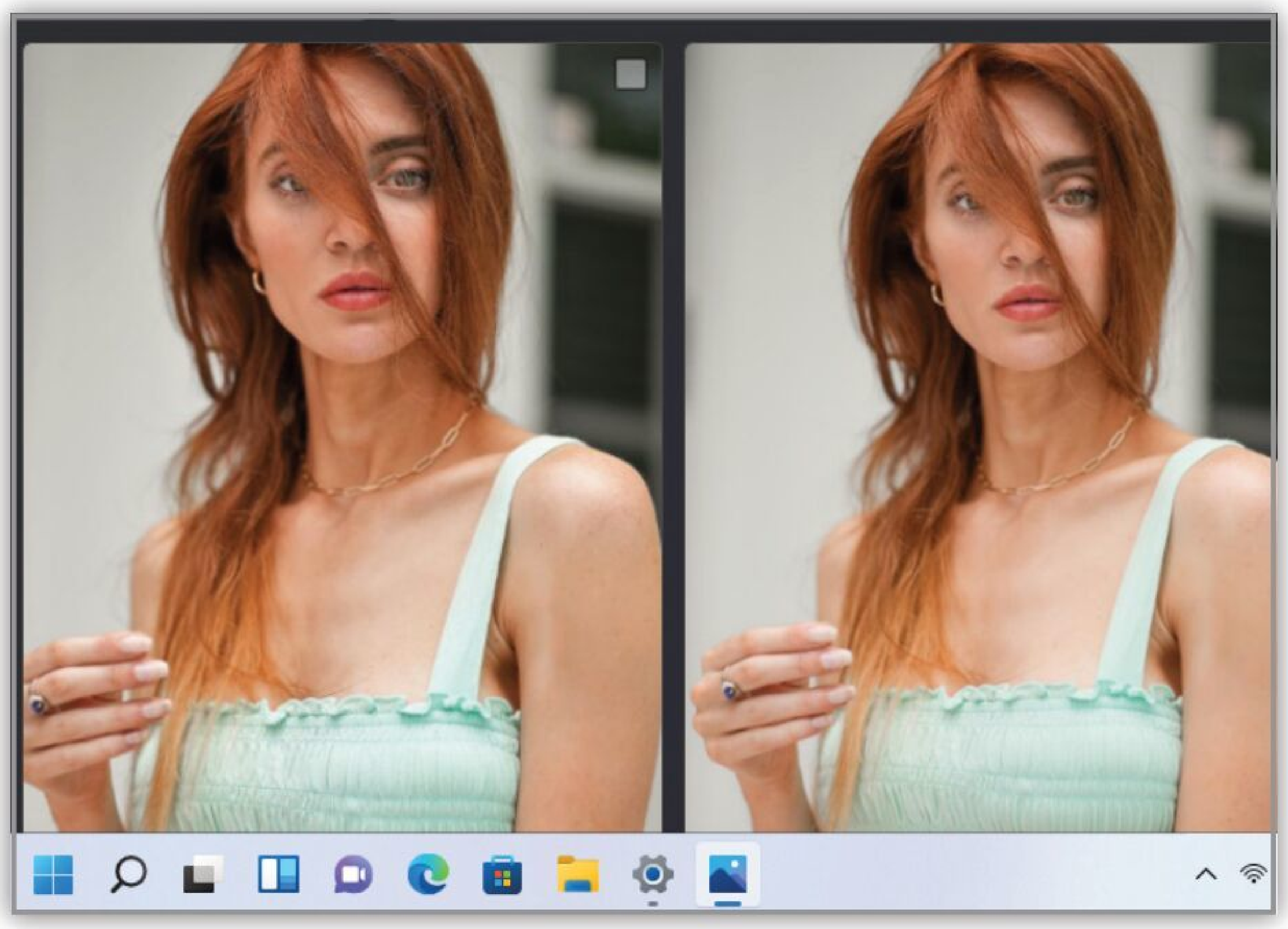
Step 6 At the bottom of the Adjust tab are Spot Fix and Red Eye tools. Click Spot Fix and the cursor will change to a blue circle. Place this over the part of the image you want to fix and click. The software will try to match the location of the spot to the scenery or colour around it, hopefully removing it.


Red eye
Spot fix
Save a copy
Cancel
16:18
29/09/2021
14

Step 7 The Red Eye tool works in a similar way. Click the tool and move the circle cursor over the red part of your subject's eye and zoom in if you need to. The tool will try to take the red out of the image and match it to the surrounding colour. The results are usually very good.

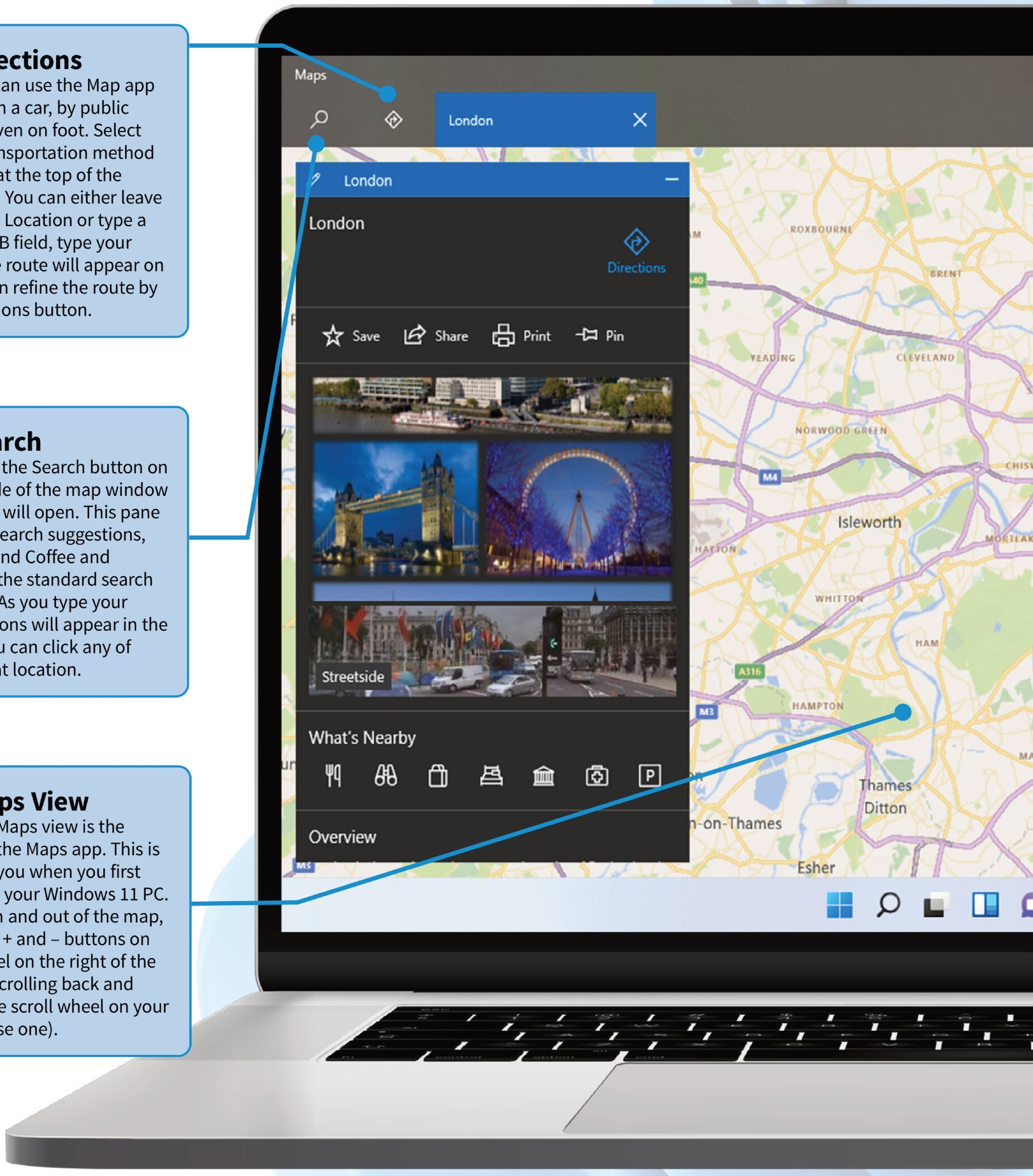

Red eye
Tap on a red eye to correct it

Step 8 When you have finished editing your image, you can click the "Save a copy" button to create a new file that includes the changes, whilst retaining the original. Or you can choose "Save" from the pop-up menu, which will overwrite the original image with the version you just edited.



Explore the Powerful Maps App

Just like Google, Microsoft provides its own Maps app. This incredibly useful tool not only shows you a 2D map of anywhere in the world but also lets you see a satellite view, traffic information and even view major cities in 3D. You can even draw or write on top of maps.


Maps
London
London
London
Directions
Save
Share
Print
Pin
Streetside
What's Nearby
P
Overview
ROXBOURNE
BRENT
YEADING
CLEVELAND
NORWOOD GREEN
M4
Isleworth
HATTON
WHITTON
HAM
A316
HAMPTON
M3
Thames Ditton
-on-Thames
Esher

1 Directions

You can use the Map app to plan routes: in a car, by public transport and even on foot. Select your chosen transportation method using the icons at the top of the Directions pane. You can either leave the A field as My Location or type a new one. In the B field, type your destination. The route will appear on the map. You can refine the route by clicking the Options button.

2 Search

Click the Search button on the left-hand side of the map window and a new pane will open. This pane contains some search suggestions, such as Hotels and Coffee and Shopping, with the standard search field at the top. As you type your search, suggestions will appear in the search pane. You can click any of these to find that location.

3 Maps View

The Maps view is the default one for the Maps app. This is what will greet you when you first load the app on your Windows 11 PC. You can zoom in and out of the map, using either the + and – buttons on the control panel on the right of the window, or by scrolling back and forward with the scroll wheel on your mouse (if you use one).

4 Your Location

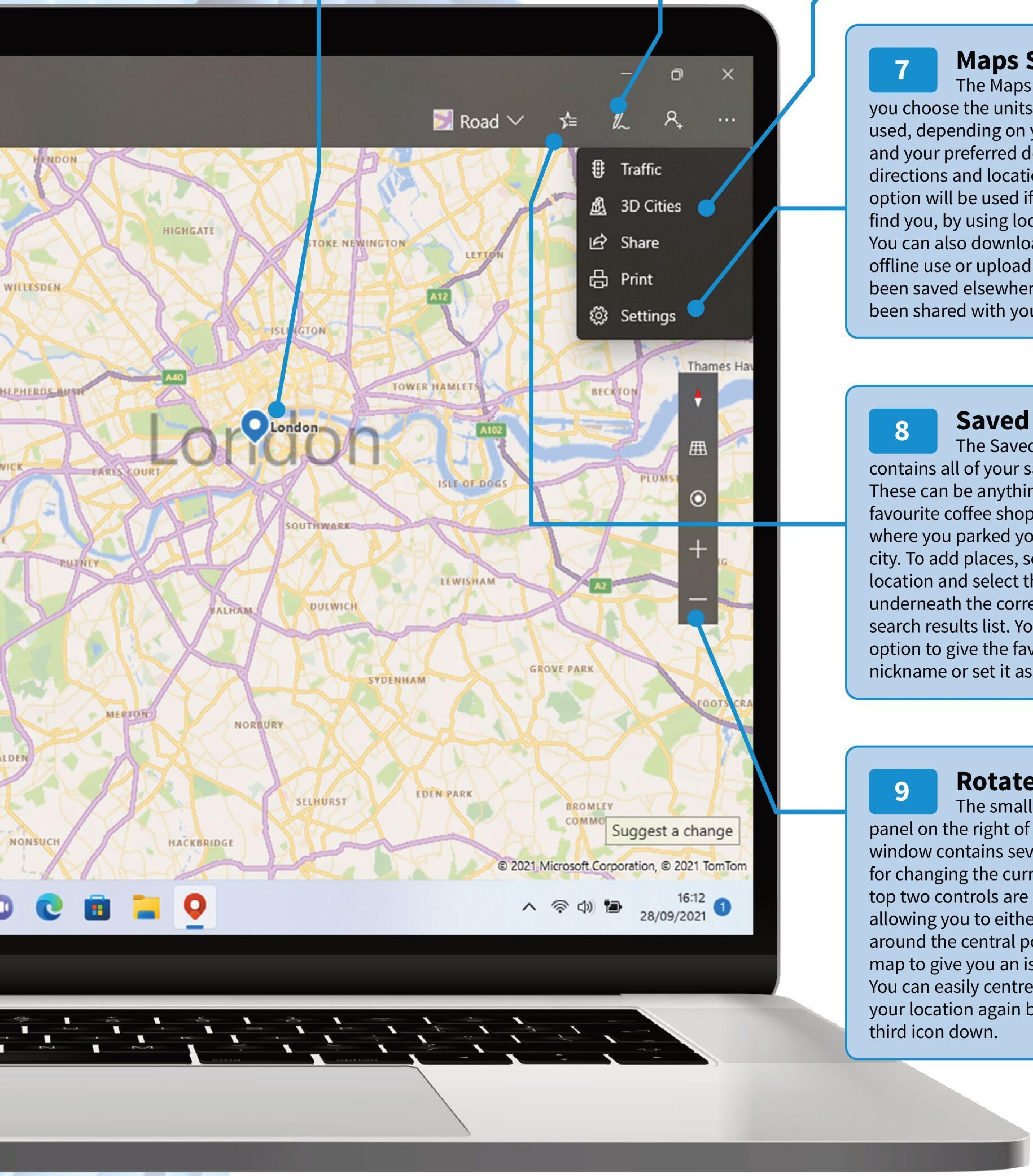
When you open the Maps app it will try to pinpoint your approximate location. You may be asked to allow this location tracking to happen. Your location will then be show on the map as a small black and grey circle. You can click on this to see more information, if available, and then save the location as a favourite by clicking the star in the pane that opens.

5 Windows Ink

Windows Ink allows you to write or draw on a map using the various pen tools (including colours). You can also use the pen to trace a route and have Maps tell you the distance of the line drawn, or even the directions for the route you marked out. You can then save the customised map. It is really very clever and fun to play around with.

6 3D Cities

The 3D Cities button should be fairly self-explanatory. Click the button to open the pane and you will see an alphabetical list of the cities with thumbnails that have been mapped in 3D. Click the Country/Region heading at the top to refine the list. Click on any of the thumbnails to load the 3D map; loading time will vary, depending on your Internet connection speed.



7 Maps Settings

The Maps app settings let you choose the units of measurement used, depending on your preference and your preferred defaults for directions and location. This last option will be used if the app can't find you, by using location services. You can also download maps for offline use or upload maps that have been saved elsewhere, that have been shared with you perhaps.

8 Saved Places

The Saved Places pane contains all of your saved locations. These can be anything from a favourite coffee shop to the street where you parked your car in a new city. To add places, search for a location and select the star underneath the correct one in the search results list. You then have the option to give the favourite a nickname or set it as Home or Work.

9 Rotate & Tilt

The small floating control panel on the right of the Maps window contains several useful tools for changing the current view. The top two controls are rotate and tilt, allowing you to either rotate the map around the central point or tilt the map to give you an isometric view. You can easily centre your view on your location again by clicking the third icon down.

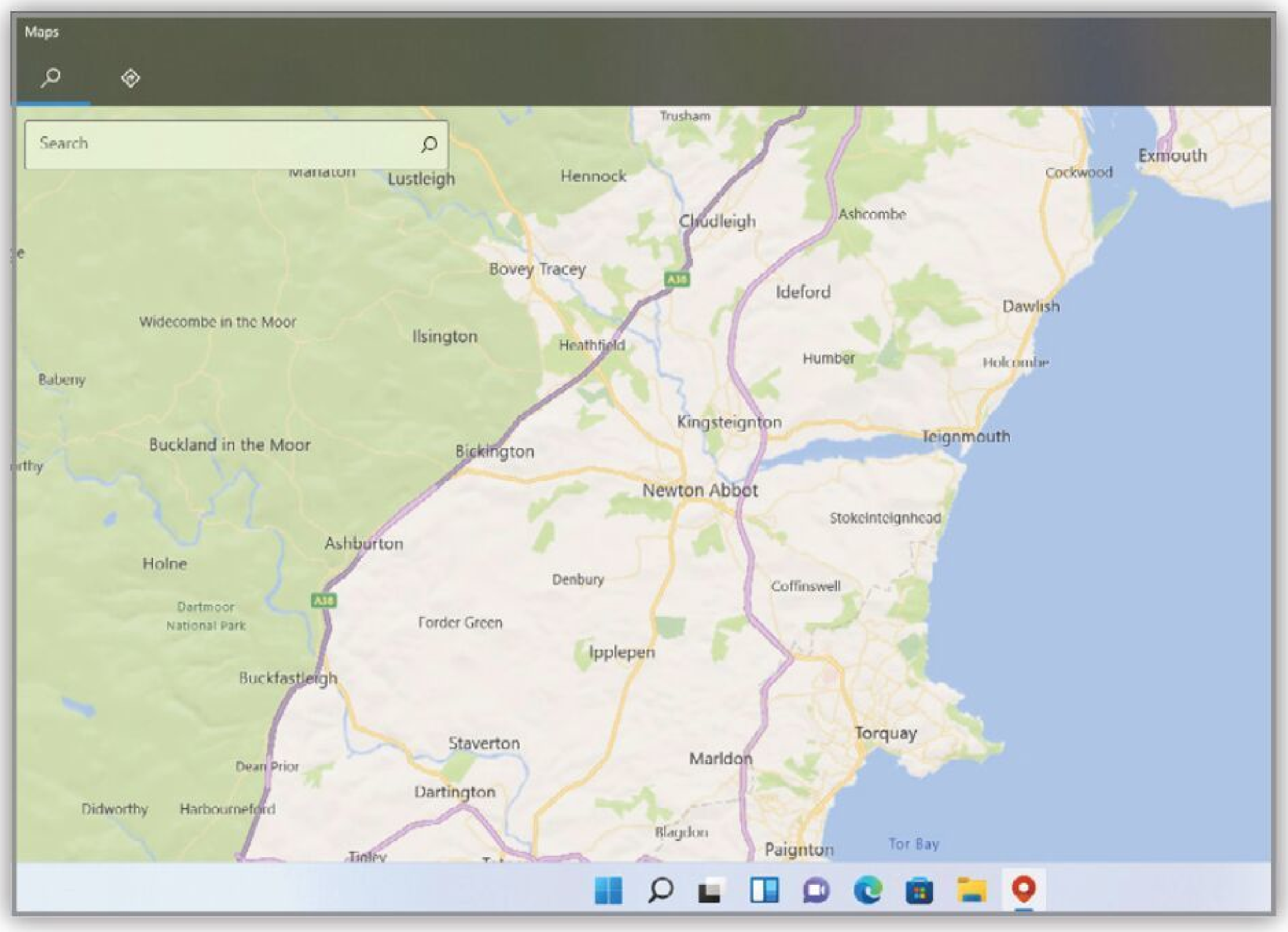
Learn How to Navigate with Maps

Boasting excellent mapping, great aerial photography, up-to-the-minute traffic and the ability to calculate directions by public transport, road or foot, the Maps app is one of the very best ways to navigate. New additions make the Maps app even more useful.

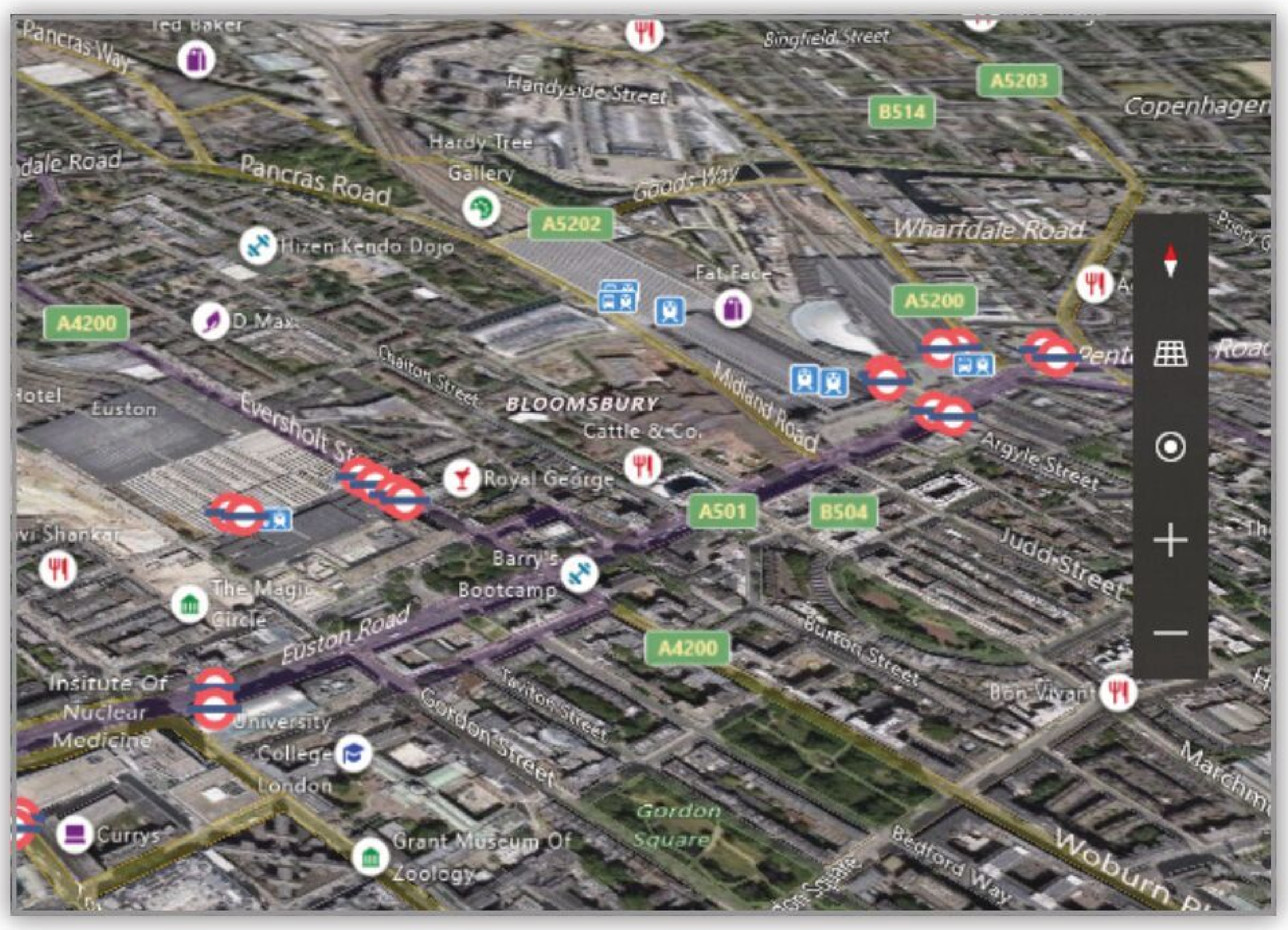
Moving Around in Maps

There are few controls in the Maps app but they allow you to do a lot of things very easily. Let's take a look at how you move around in the app.

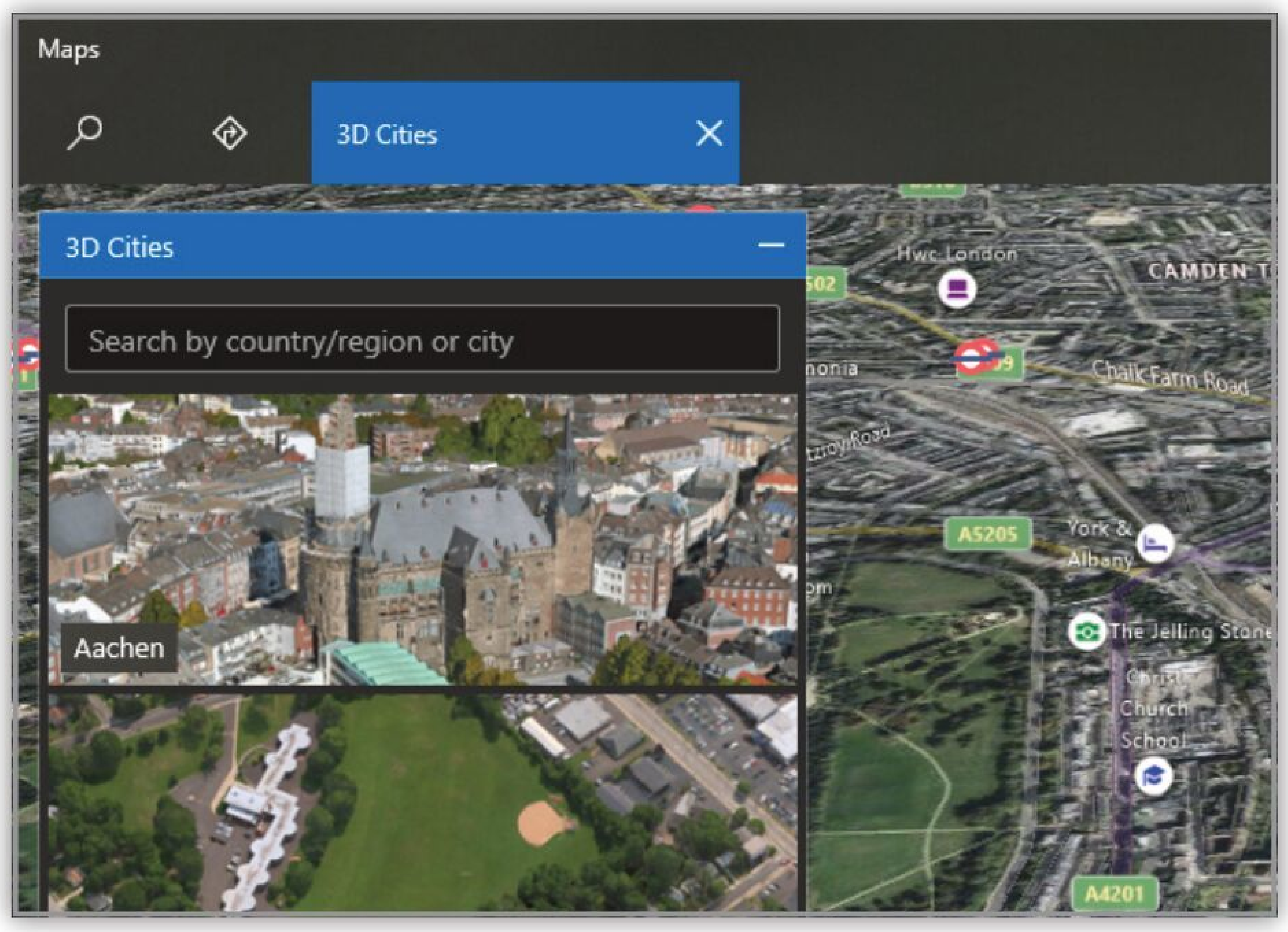
Step 1 The easiest way to move the map around is to left-click and drag it and use the mouse wheel or trackpad slider to zoom in and out. This allows you to move the map around to focus on the area you need. If you are zoomed far out of the map, double-clicking the mouse zooms in quickly.


Maps
Search
Exmouth
Chudleigh
Bovey Tracey
Dawlish
Kingsteignton
Teignmouth
Newton Abbot
Ashburton
Torquay
Paignton
Dartington
Totnes

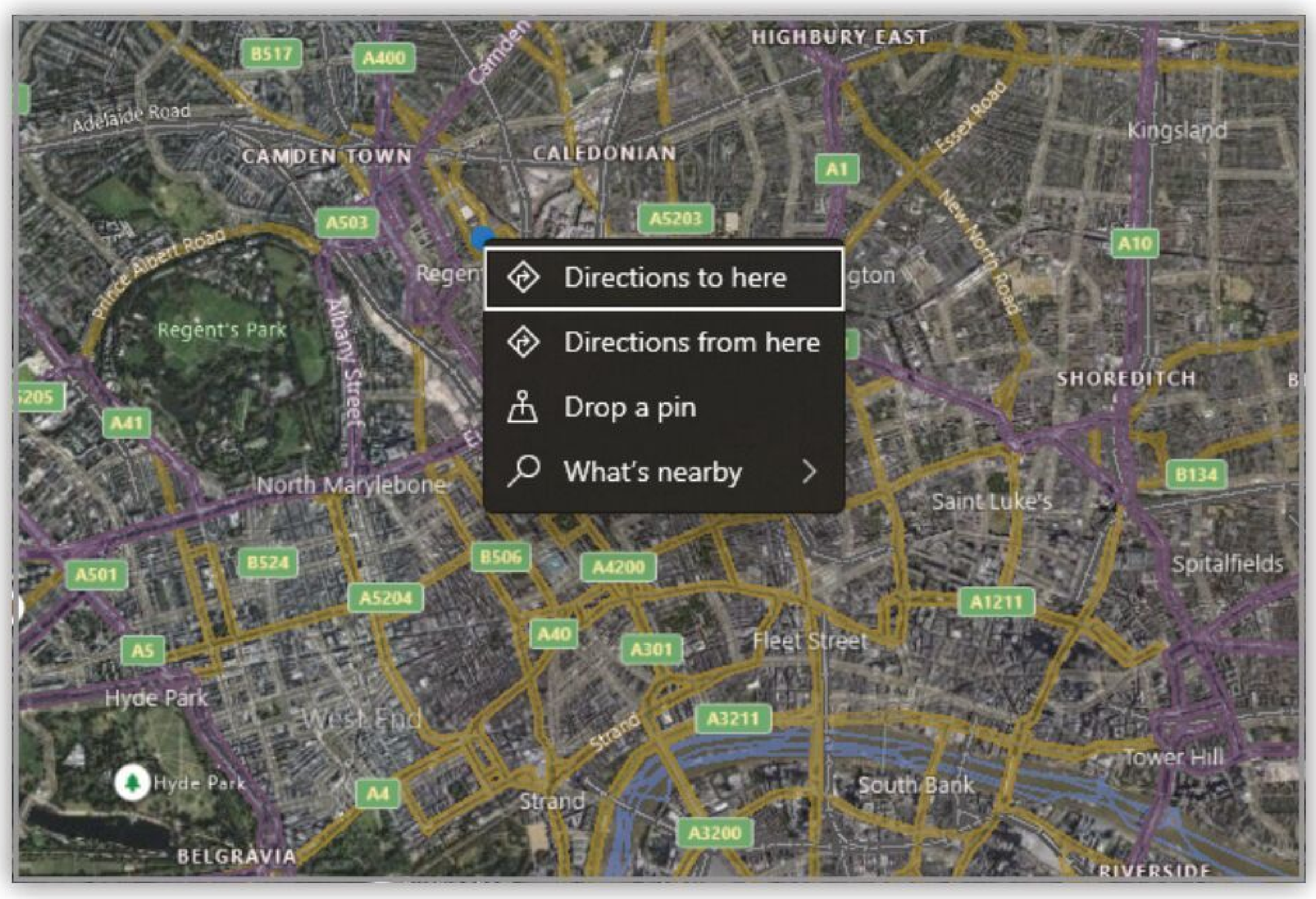
Step 2 Maps has a dedicated control panel on the side of the window containing, from top to bottom: Rotate, hold pointer on it to see; Tilt, hold pointer over to see options; Show Location; and Zoom in and Zoom out. You can also tilt by holding the right Mouse button and moving up and down.


Pancras Road
Hardy Tree Gallery
Wharfdale Road
Euston
BLOOMSBURY
Euston Road
Argyle Street
Judd Street
Gordon Square
Woburn Pl
A4200
A5202
A5200
B514
A5203
A501
B504

Step 3 Clicking on things like Saved Places or 3D Cities in the top control bar, tabs will line up alongside the permanent Search and Directions buttons at the top left of the window. You can then click on them at any time to see the information contained in each pane or tab.


Maps
3D Cities
3D Cities
Search by country/region or city
Aachen
CAMDEN T
Chalk Farm Road
A5205
York & Albany
The Jelling Stone
A4201

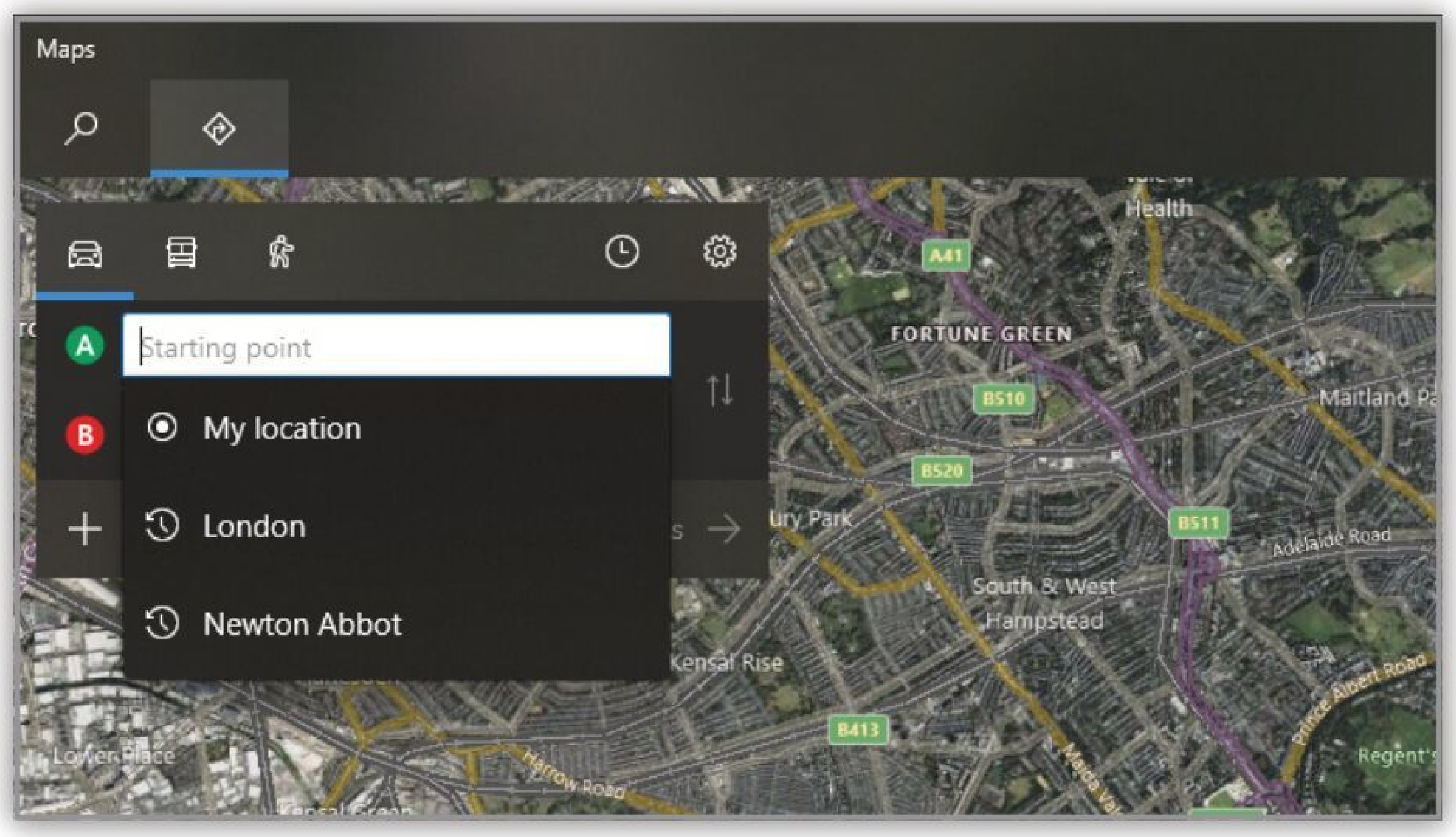
Step 4 Right-clicking on the map brings up a small action menu. This lets you set a To location, a From location (for planning a route), add a new destination and drop a pin in a specific location. When you drop a pin, a new window opens allowing you to search for things at that location, add favourites and more.


Directions to here
Directions from here
Drop a pin
What's nearby
HIGHBURY EAST
CAMDEN TOWN
CALEDONIAN
Regent's Park
North Marylebone
SHOREDITCH
Saint Luke's
Spitalfields
Hyde Park
West End
Strand
South Bank
Tower Hill
BELGRAVIA
RIVERSIDE
Kingsland

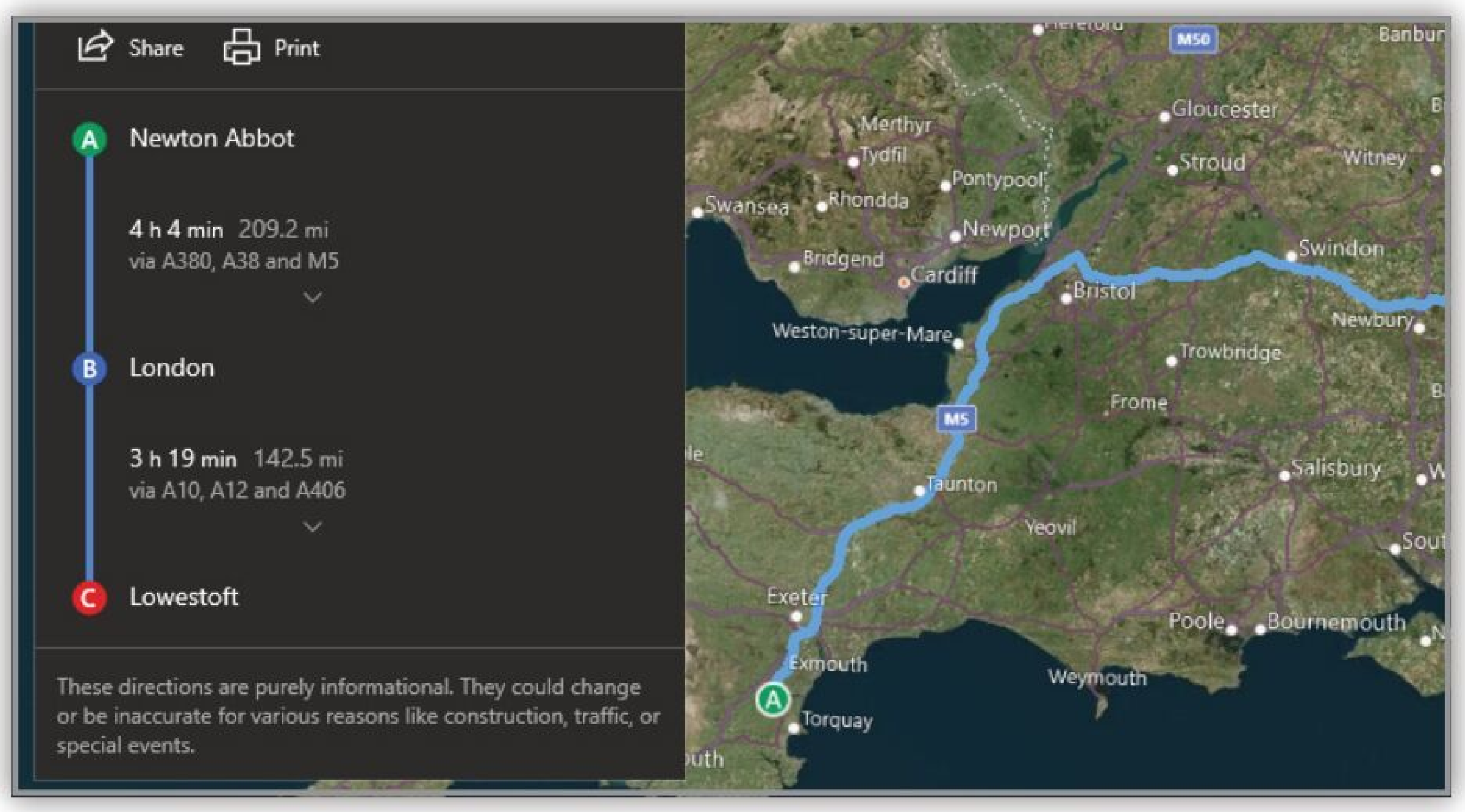
Planning a Route

Maps is great for checking out an area, looking around a city or just finding businesses local to you. It is also great for planning detailed routes.

Step 1 To start planning a route, click the Directions tab at the top left of the Maps window. A small panel opens with boxes for your starting and ending location. You can either type a destination or you can choose one from the list that appears below the box when you click on it.


Maps
A
B
Starting point
My location
London
Newton Abbot
FORTUNE GREEN
South & West Hampstead
Kensal Rise

Step 2 If you need to make detours or multiple stops along your route, you can click the + button to add more destination boxes. Each one can have a destination in it, making up your complete route. When you view directions, each of the destinations you added is marked with a relevant letter.


Share
Print
A
B
C
Swansea
Cardiff
Bristol
Exeter
Torquay

Newton Abbot

4 h 4 min 209.2 mi
via A380, A38 and M5

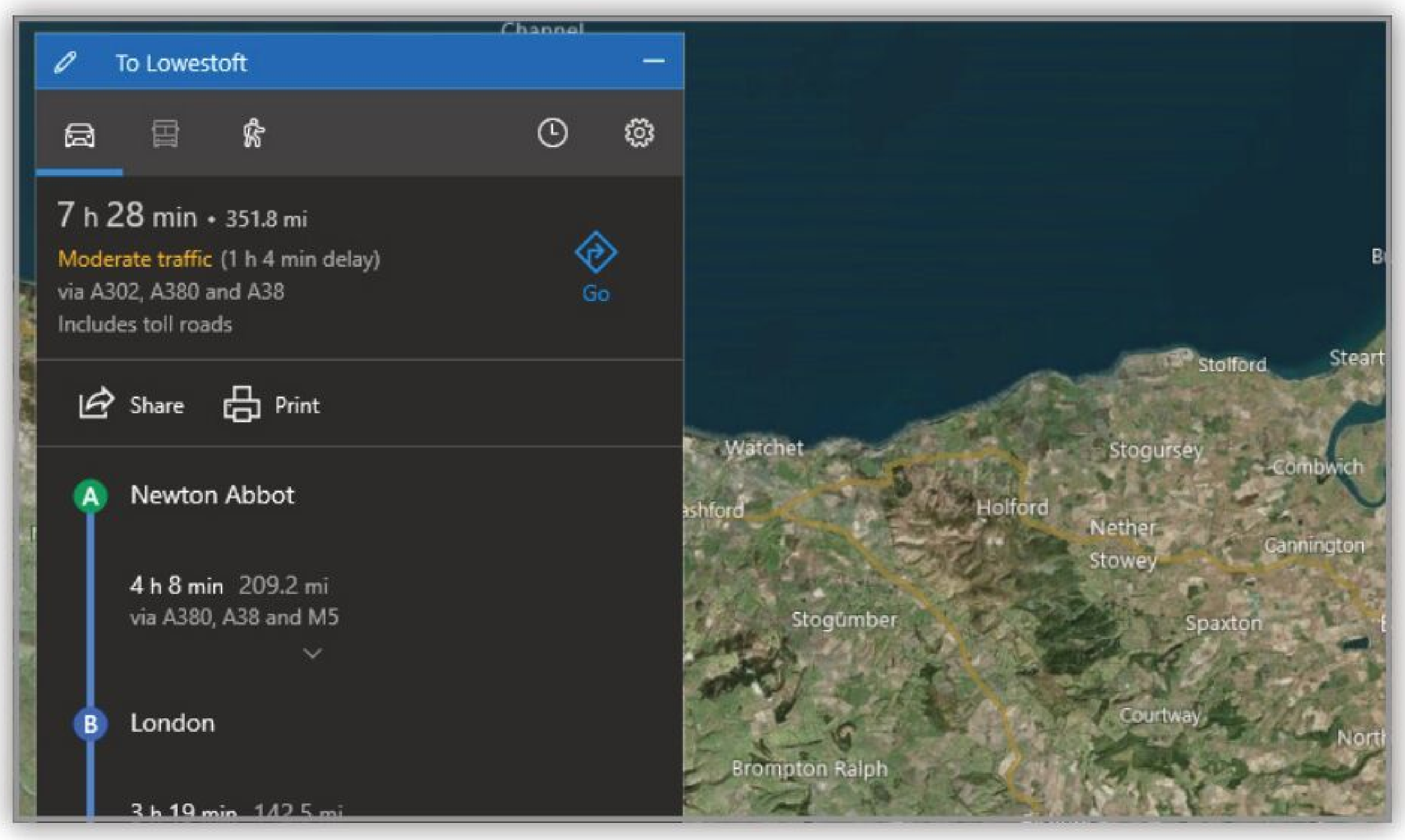
London

3 h 19 min 142.5 mi
via A10, A12 and A406

Lowestoft

These directions are purely informational. They could change or be inaccurate for various reasons like construction, traffic, or special events.

Step 3 Routes vary depending on whether you are driving, walking or need to take public transport. You can quickly flick between these options using the buttons at the top of the directions pane. When you have your start and end points entered and travel method chosen, click Get Directions.


Go
Share
Print
A
B
Watchet
Holford
Stogursey

To Lowestoft

7 h 28 min • 351.8 mi
Moderate traffic (1 h 4 min delay)
via A302, A380 and A38
Includes toll roads

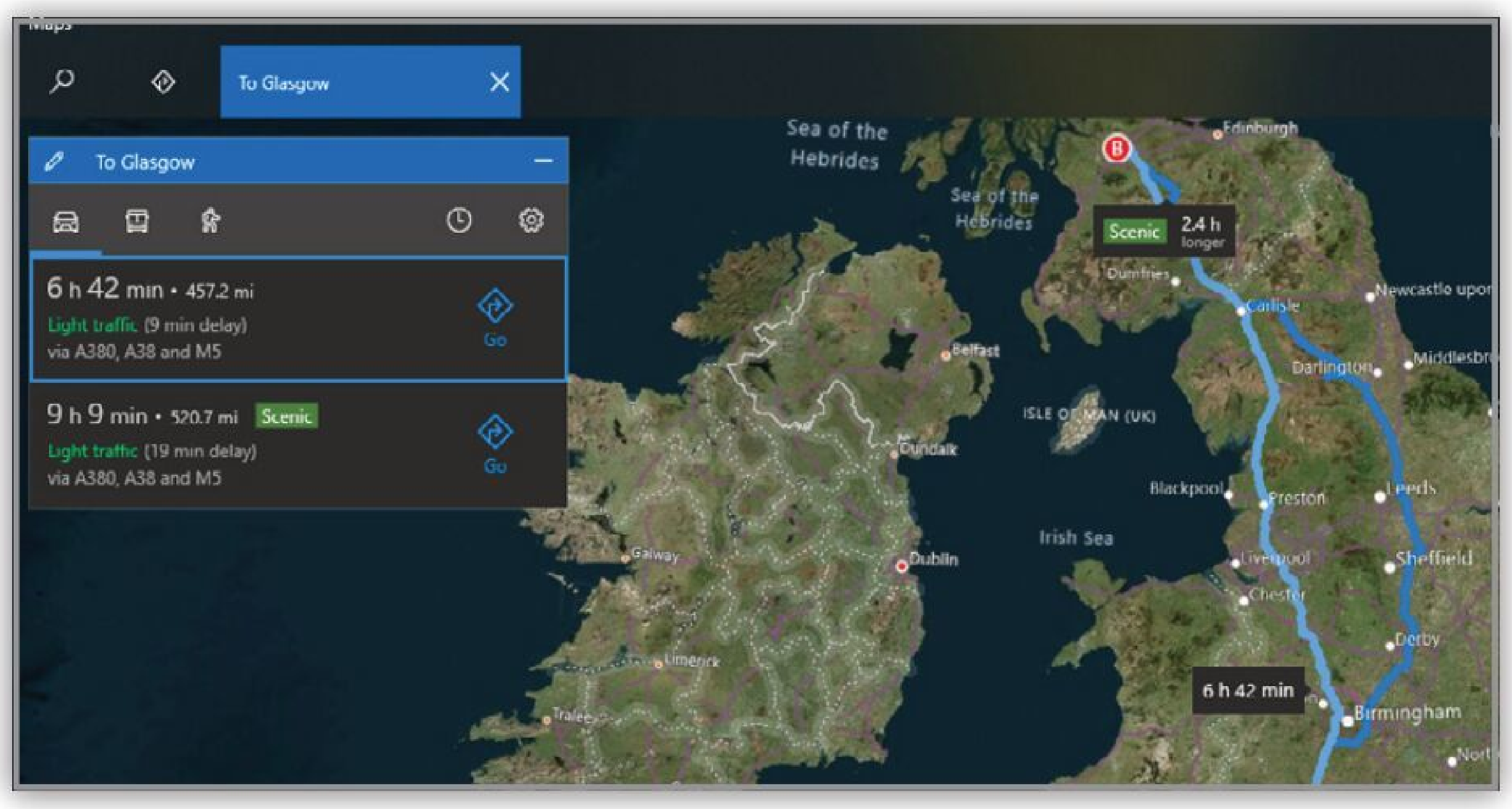
Newton Abbot

4 h 8 min 209.2 mi
via A380, A38 and M5

London

3 h 19 min 142.5 mi

Step 4 The route is now shown on the map, with an estimated travel time readout above the destination. If alternative routes are available, they are shown as a light blue line, with the main route shown as a dark blue line. Points along the route are marked, usually where a change of direction is needed.

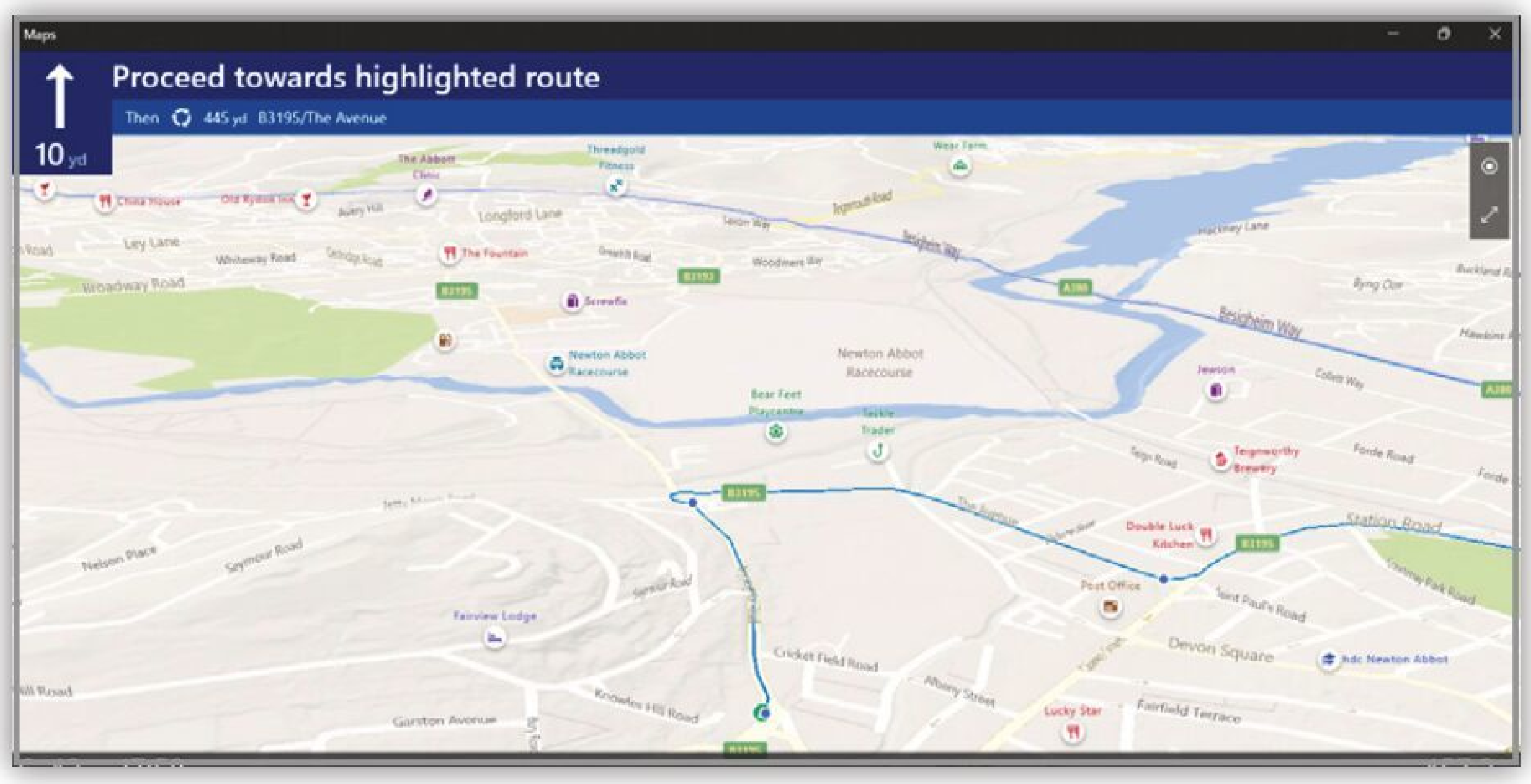

Go
Go
Sea of the Hebrides
Scenic
2.4 h longer
Edinburgh
Belfast
Dublin
ISLE OF MAN (UK)
Irish Sea
6 h 42 min
Birmingham

To Glasgow

6 h 42 min • 457.2 mi
Light traffic (9 min delay)
via A380, A38 and M5

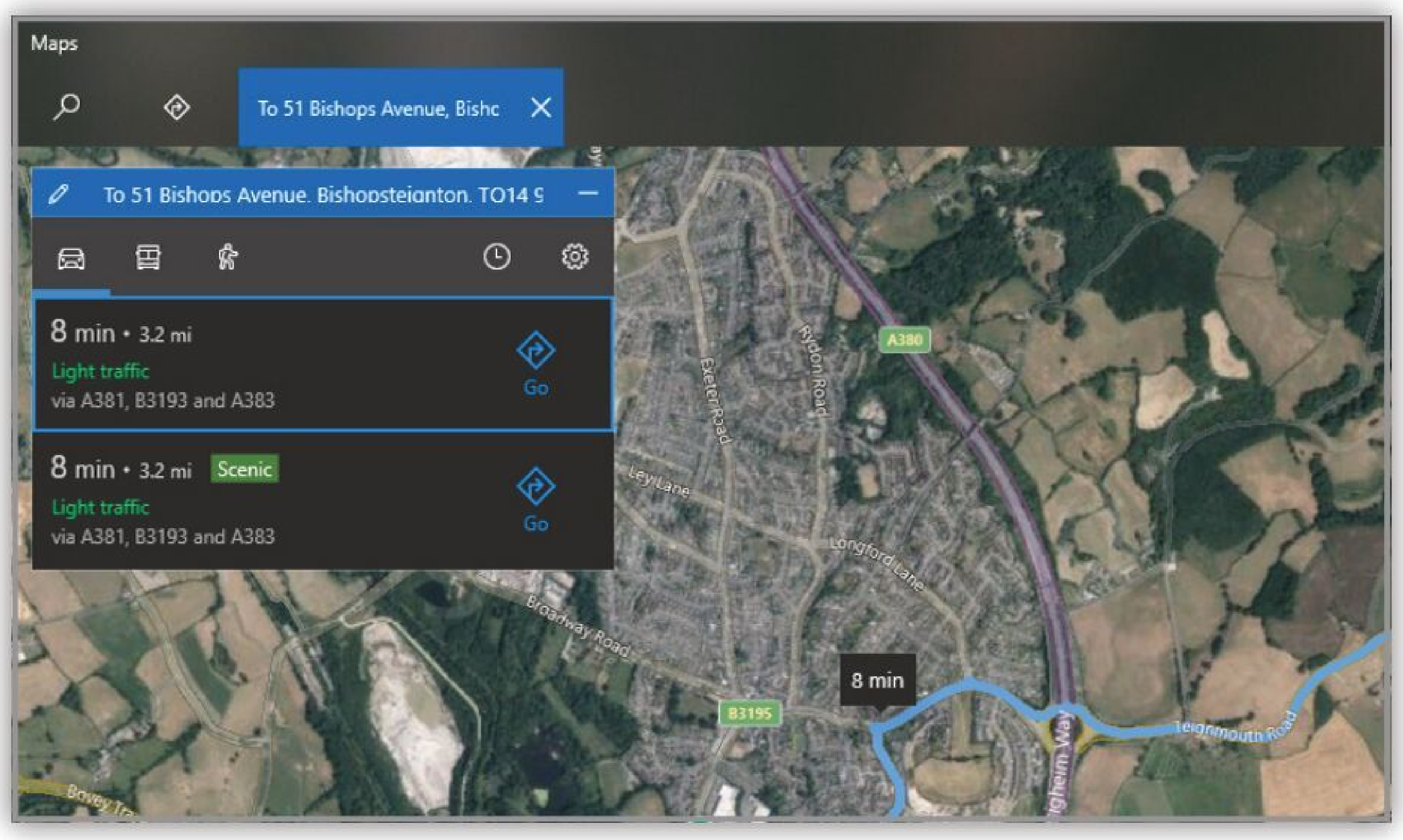
9 h 9 min • 520.7 mi Scenic
Light traffic (19 min delay)
via A380, A38 and M5

Step 5 If you click Go in the directions pane, Maps switches to a satnav-style view and traces your route as you continue along it. This is more for portable devices such as phones and tablets that you might use for directions in a vehicle. Click the Exit button via the three dots in the bottom-right of the screen to return to the normal maps view.


Maps
Longford Lane
Newton Abbot Racecourse
Bear Feet Playcentre
Beighleim Way

Proceed towards highlighted route
Then 445 yd B3195/The Avenue
10 yd

Step 6 You can also plan a route by drawing it. Click the Ink button and then the Directions tool in the menu that opens. Draw a line along the route you wish to take and Maps refines that into a proper route along roads, missing dead-ends, etc. You can save or share the route just as with any other.


Maps
Go
Go
A380
B3195
8 min

To 51 Bishops Avenue, Bishc

To 51 Bishops Avenue, Bishopsteignton, TQ14 9

8 min • 3.2 mi
Light traffic
via A381, B3193 and A383

8 min • 3.2 mi Scenic
Light traffic
via A381, B3193 and A383

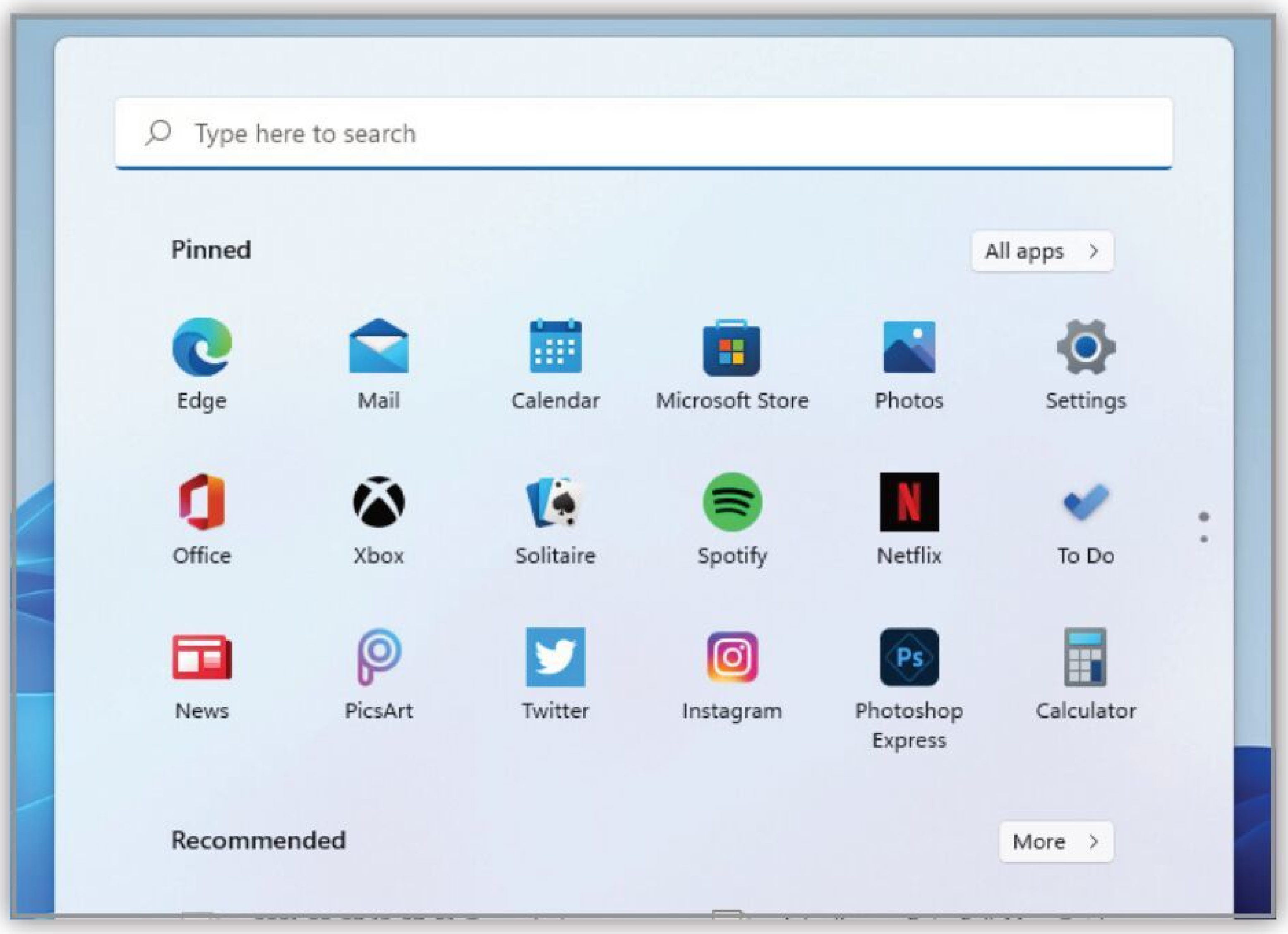
Manage Your Contacts in Windows 11

The People app has been a part of Windows 10 for some time, but in the more recent update to Windows 11, it has had an overhaul. The People app is no longer a part of the traditional taskbar, but instead Microsoft has incorporated into the Mail app.

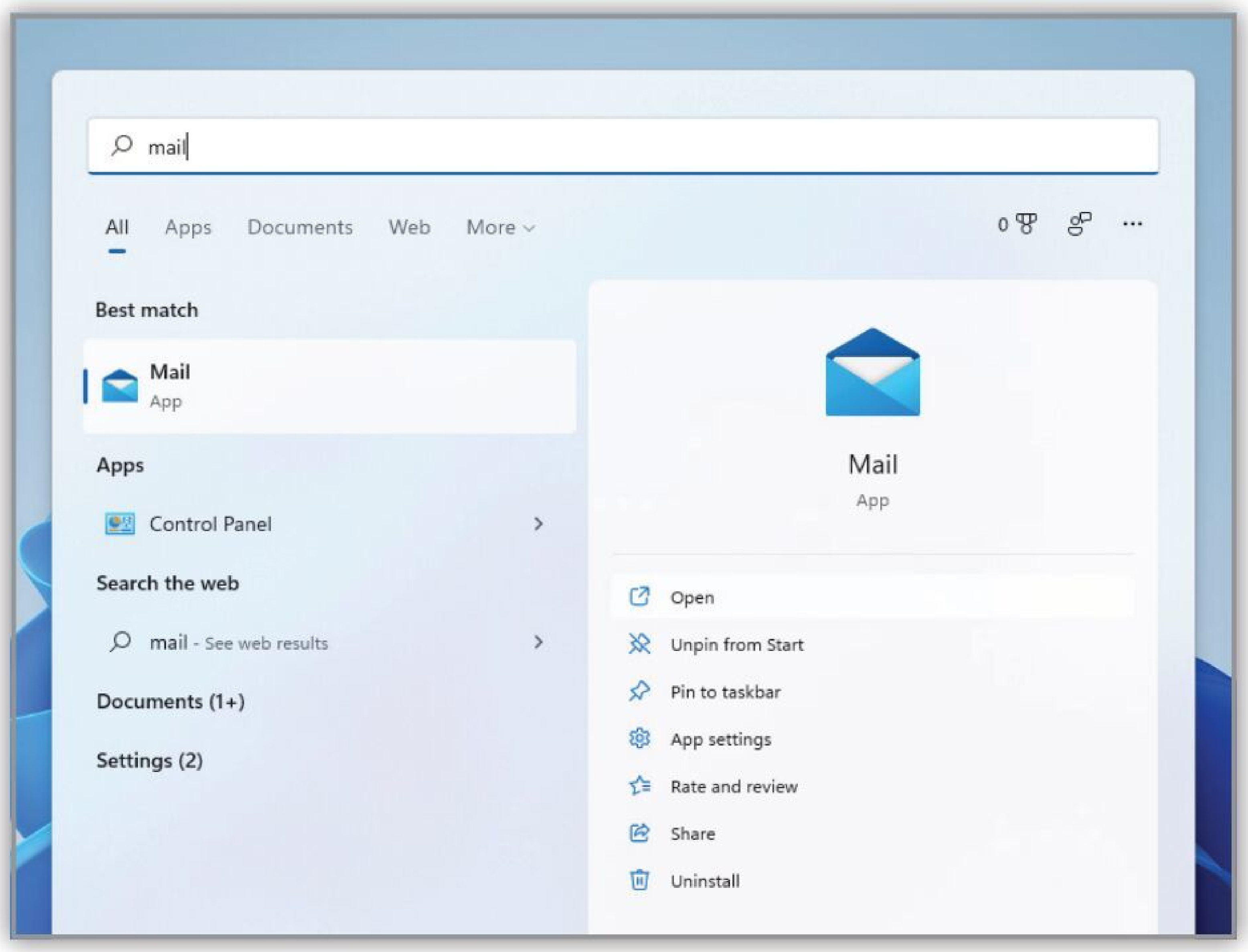
New People, New Apps

Incorporating the People button into the Mail app is probably the more logical location for it; it's just we've gotten used to it being its own app via the taskbar.

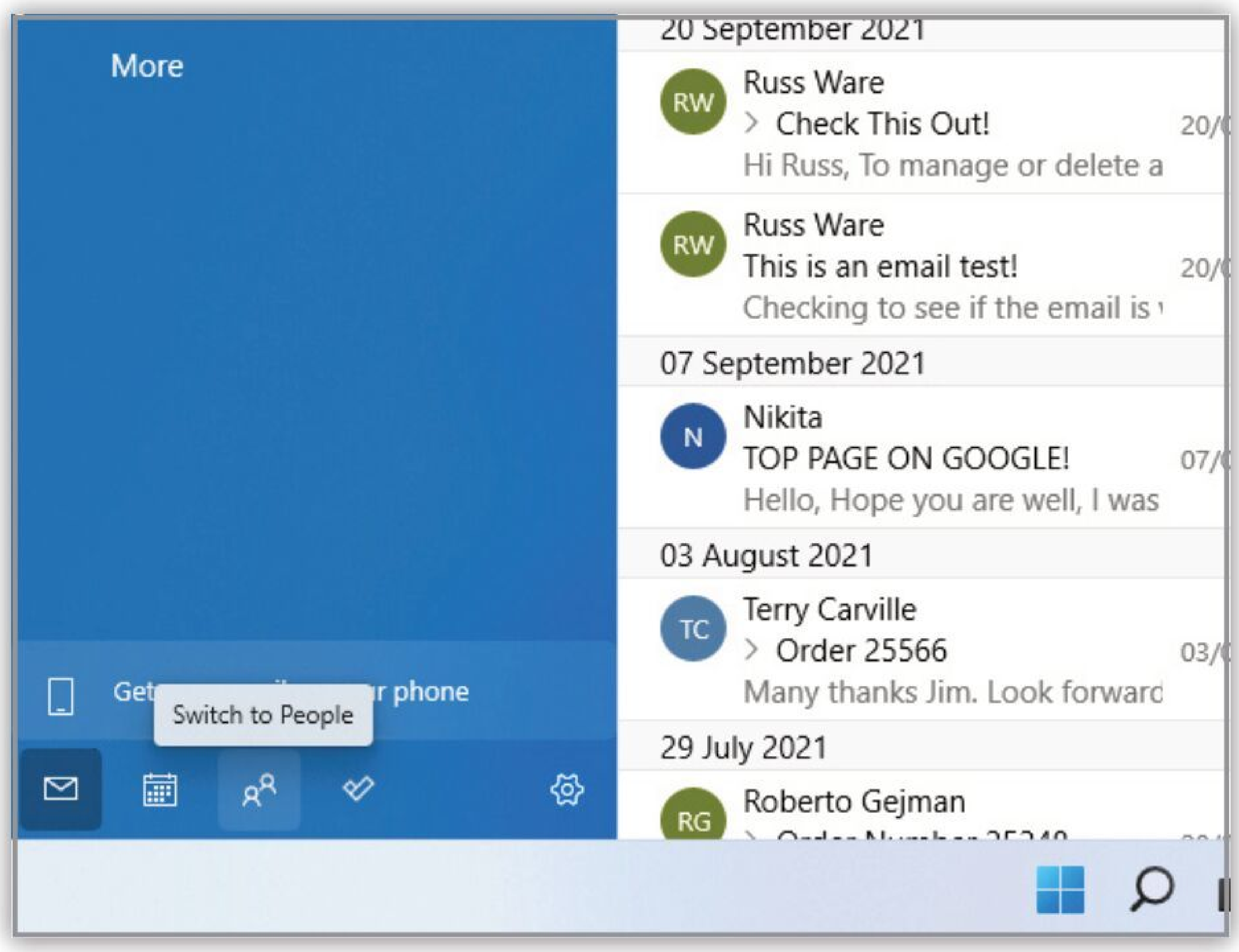
Step 1 If you've not done so already, you'll need to open the Mail app. Start the process by clicking on the Windows icon in the Windows 11 taskbar, or tapping the Windows Key on your keyboard. This will bring up the Apps menu and last used files.


Type here to search
Pinned
All apps
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More

Step 2 Type 'mail' (without the quotes), and you'll see the Mail app icon appear on the list of available matching apps. Click on the Mail app to open, or click on the Open link from the list under the icon.


mail
All
Apps
Documents
Web
More
Best match
Mail
App
Apps
Control Panel
Search the web
mail - See web results
Documents (1+)
Settings (2)
Mail
App
Open
Unpin from Start
Pin to taskbar
App settings
Rate and review
Share
Uninstall

Step 3 Within the Mail app, you'll notice a row of icons along the bottom-left of the window. The third one in, from the left, is the People button. Click on it to switch the view to the new Windows 11 People app.


More
Switch to People
r phone

20 September 2021

RW Russ Ware
> Check This Out! 20/
Hi Russ, To manage or delete a

RW Russ Ware
This is an email test! 20/
Checking to see if the email is

07 September 2021

N Nikita
TOP PAGE ON GOOGLE! 07/
Hello, Hope you are well, I was

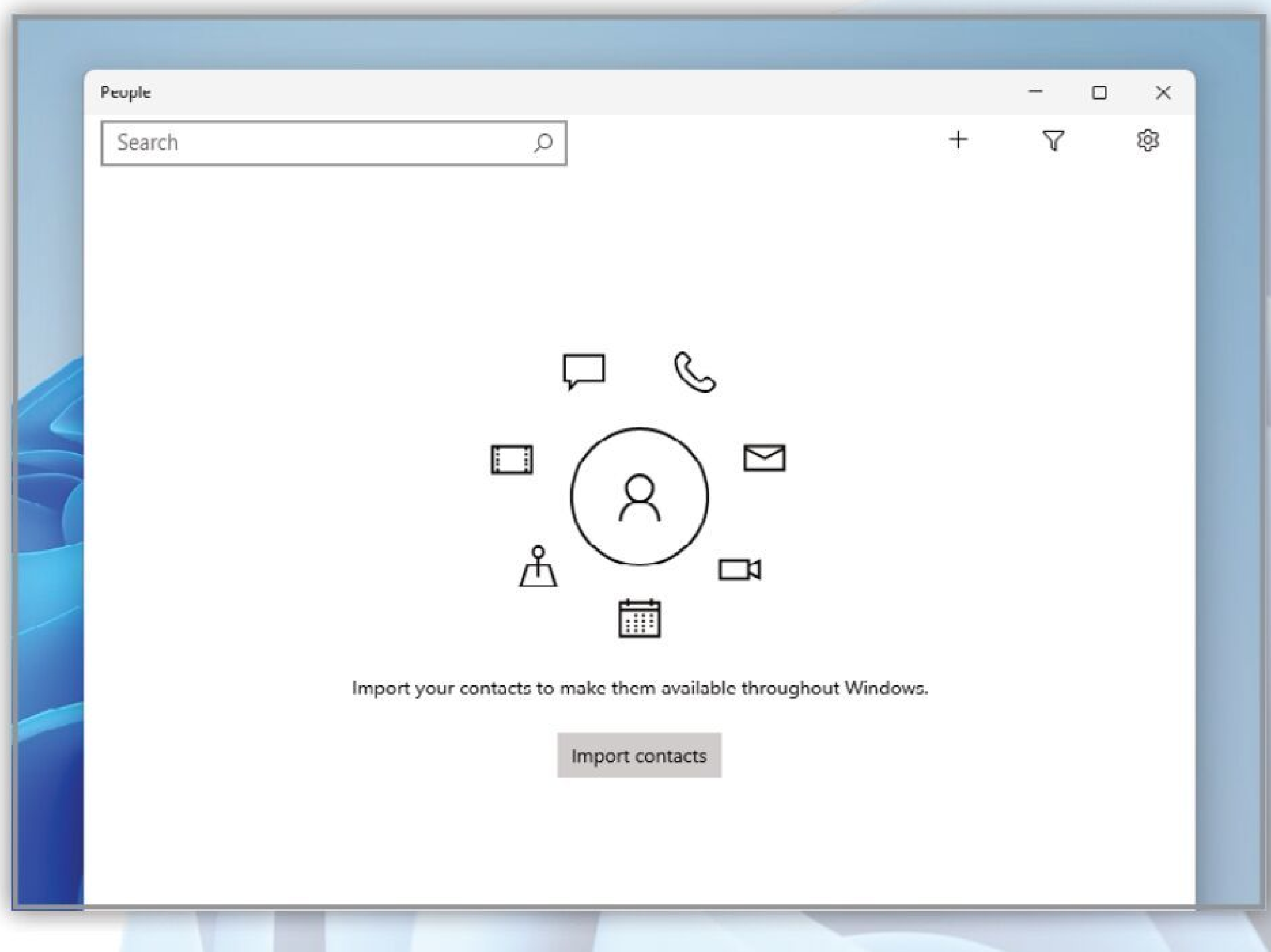
03 August 2021

TC Terry Carville
> Order 25566 03/
Many thanks Jim. Look forward

29 July 2021

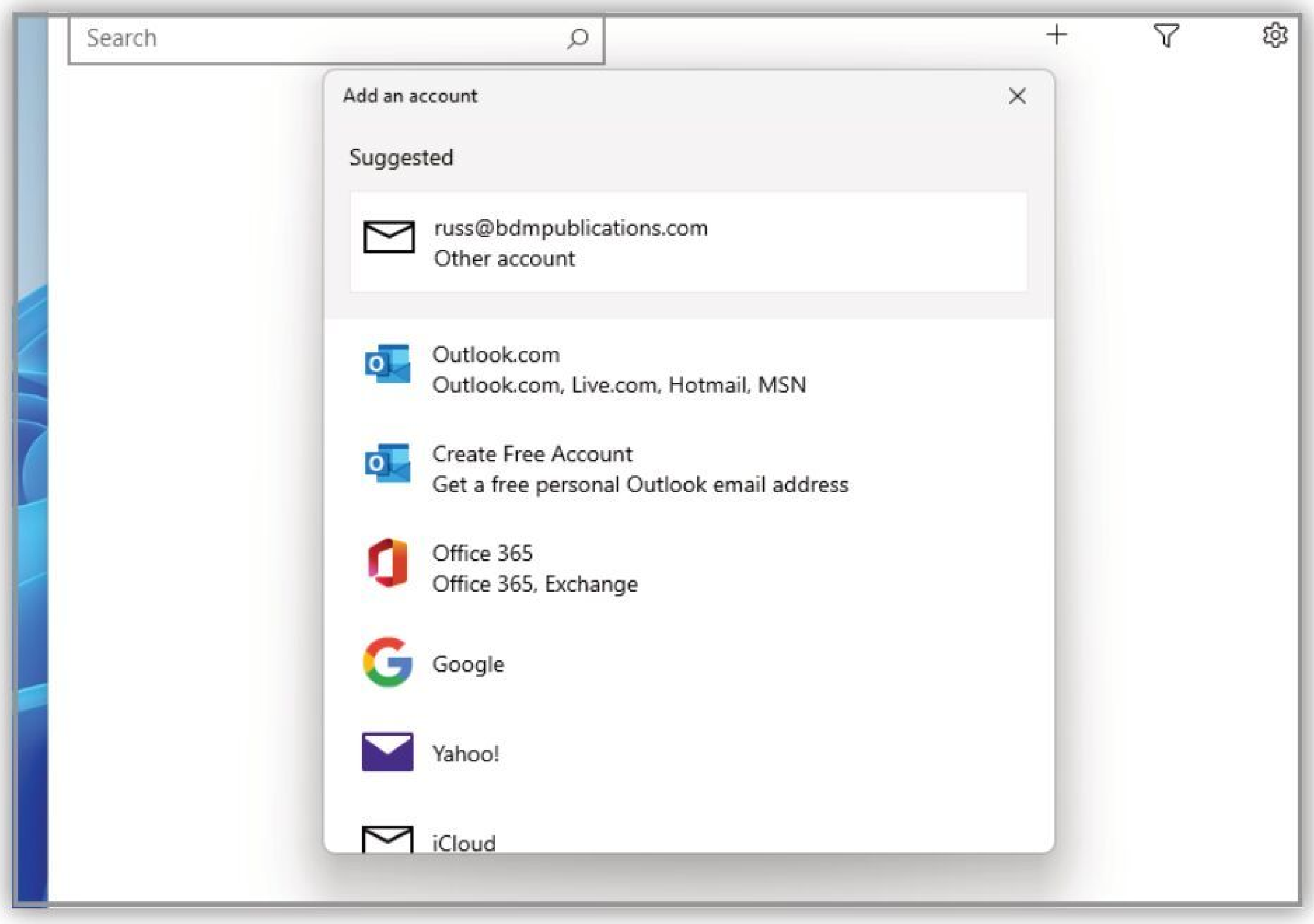
RG Roberto Gejman

Step 4 The new People app is significantly different from its earlier appearances in Windows 10. It still connects to the various apps within Windows that utilise contacts, such as Skype, Teams and so on, but it looks and behaves radically different.

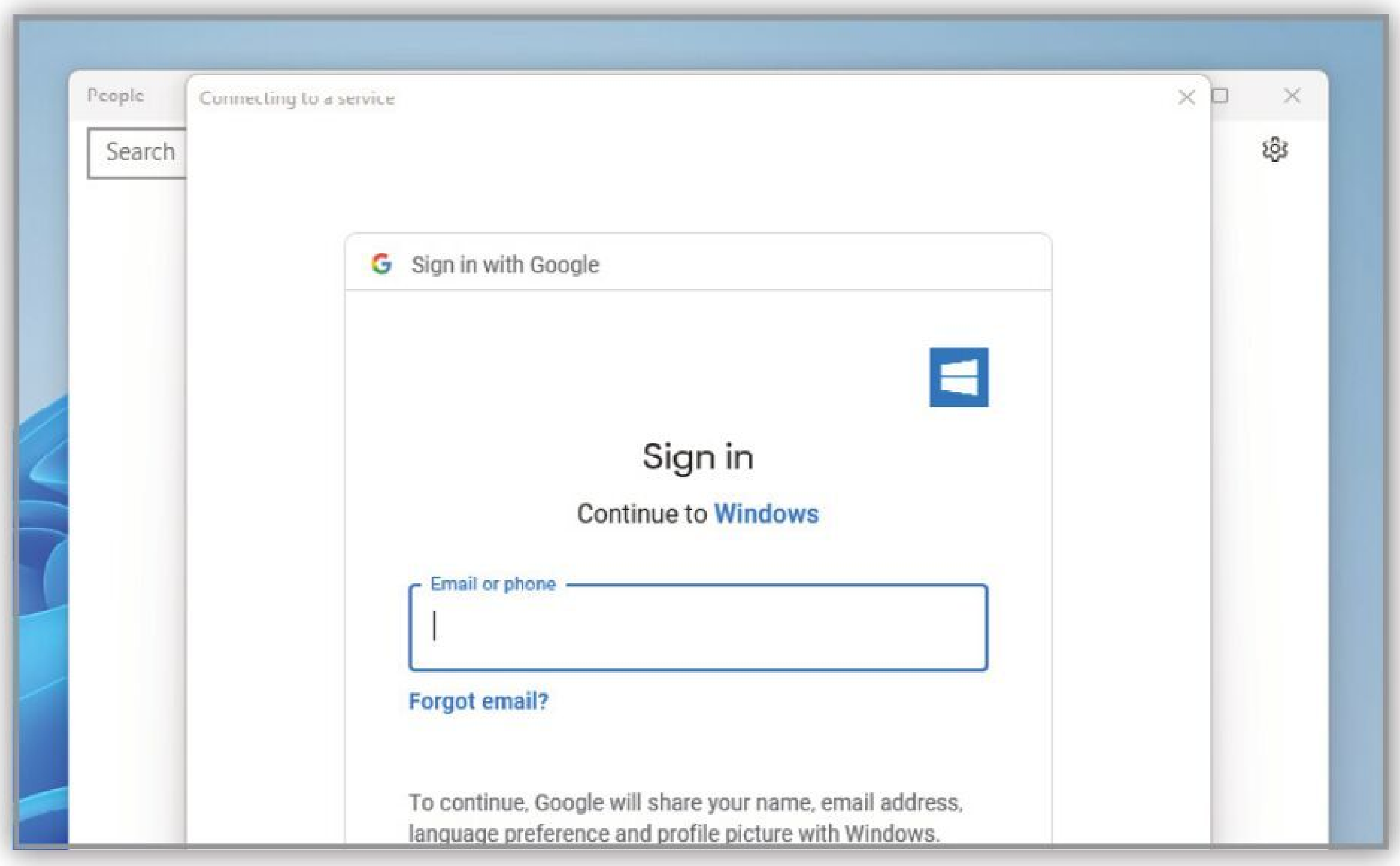

People
Search
Import contacts

Import your contacts to make them available throughout Windows.

Step 5 The first things you'll probably want to do is import your contacts from other sources. As you'll no doubt notice, there's a handy Import Contacts button on the People app window. Click it, to begin the process.

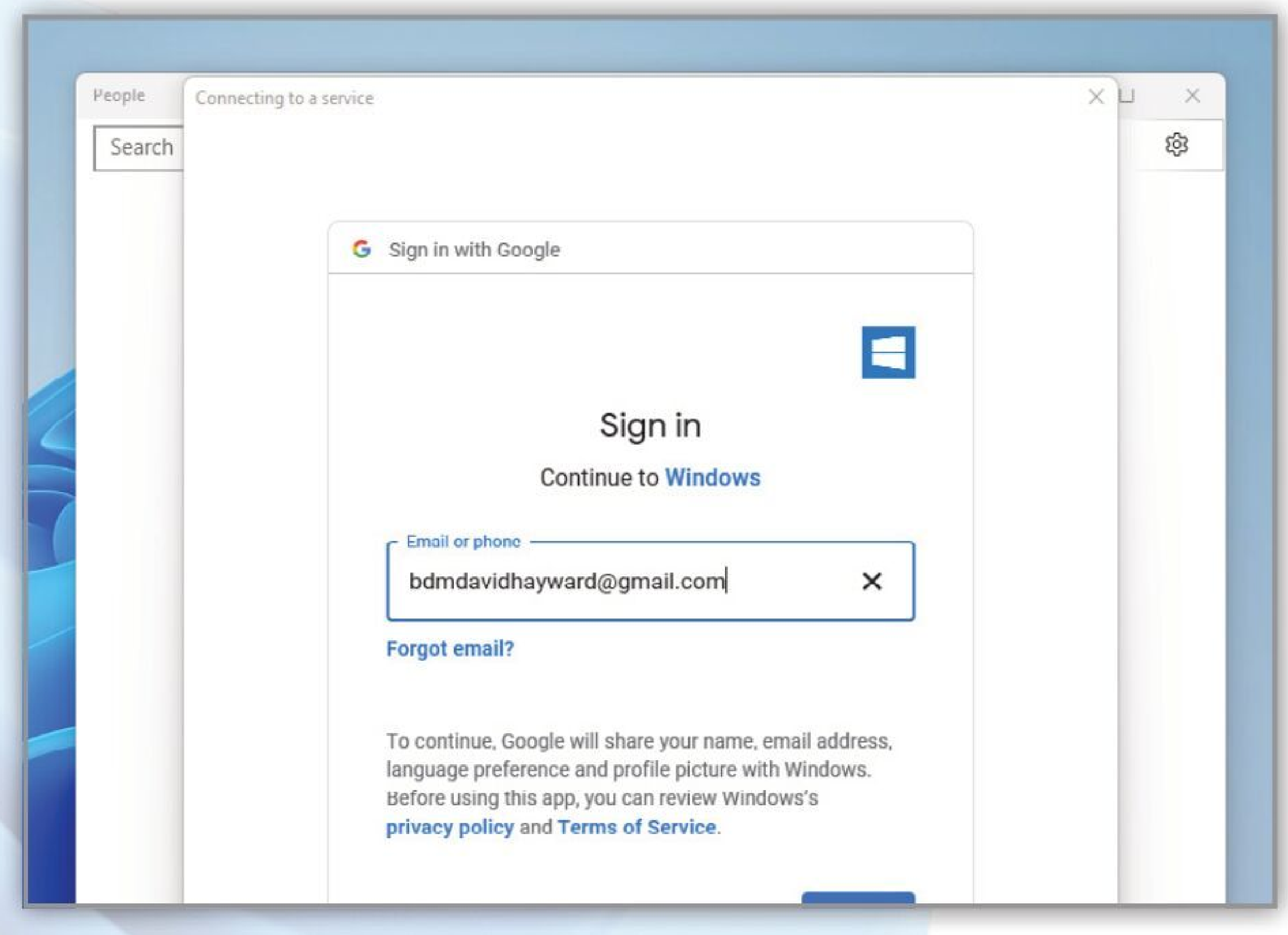

Search
Add an account
Suggested
russ@bdmpublications.com
Other account
Outlook.com
Outlook.com, Live.com, Hotmail, MSN
Create Free Account
Get a free personal Outlook email address
Office 365
Office 365, Exchange
Google
Yahoo!
iCloud

Step 6 You've got a selection of different sources from which you can import your list of contacts. From an already created account, through to Microsoft's Outlook.com, Office 365 Exchange, Google, Yahoo!, and even from your Apple iCloud. Click the source that applies to you.


People
Connecting to a service
Search
Sign in with Google
Sign in
Continue to Windows
Email or phone
Forgot email?

To continue, Google will share your name, email address, language preference and profile picture with Windows.

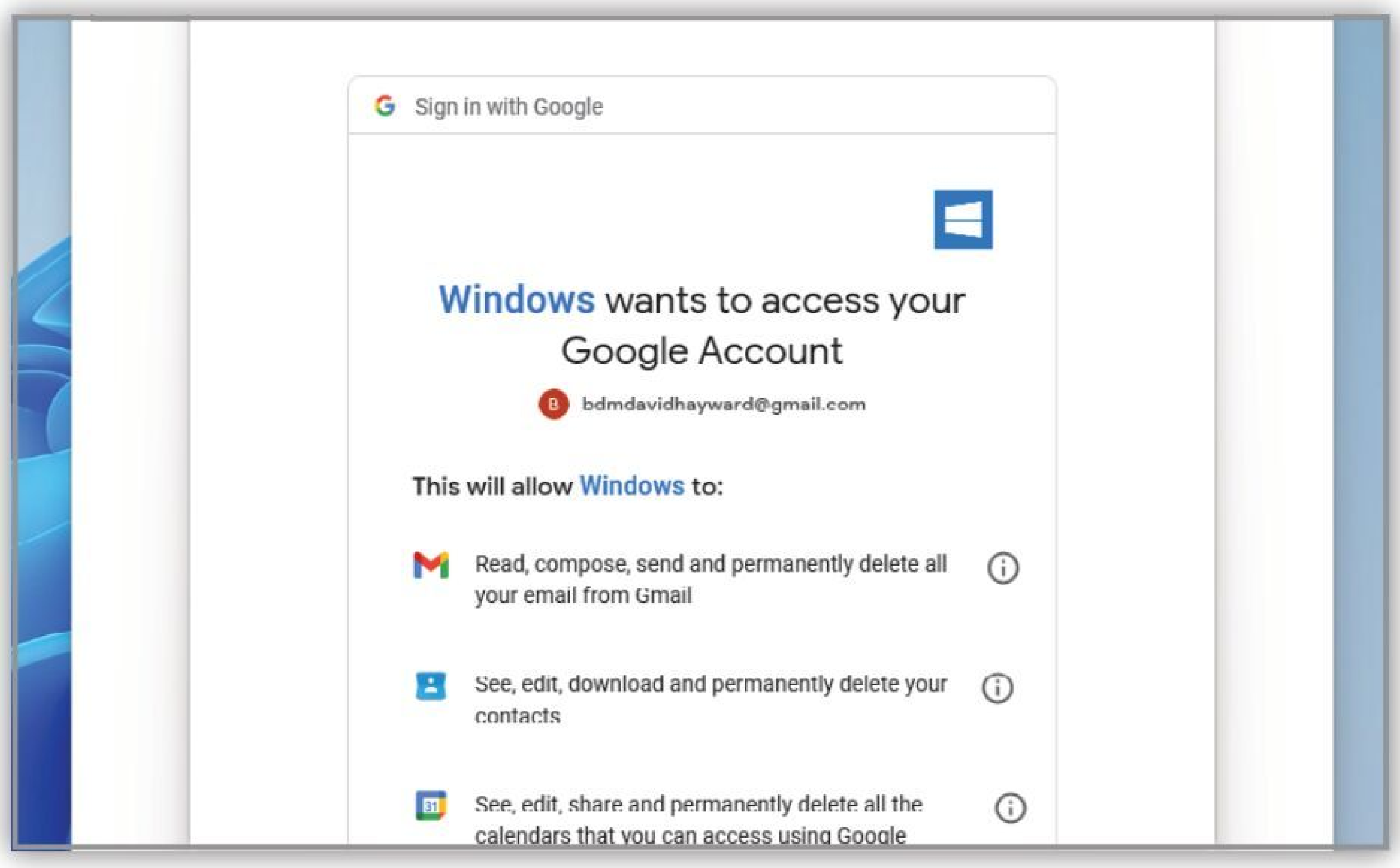
Step 7 In this example, we're connecting to a Google Account. The People app will open the connection services needed to link your Google account with the People app, all you'll need to do is enter the correct information into the available boxes to continue.


People
Connecting to a service
Search
Sign in with Google
Sign in
Continue to Windows
Email or phone
Forgot email?

Email or phone: bdmdavidhayward@gmail.com

To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's privacy policy and Terms of Service.

Step 8 The People app will notify you as to what access Windows 11 will need when you've setup the account. For most of us, the legal areas involved are part of the daily routine, we need access, so we have very little choice in the matter. If you want more information, though, scroll down to the Privacy Policy link to read more.


Sign in with Google

Windows wants to access your Google Account

bdmdavidhayward@gmail.com

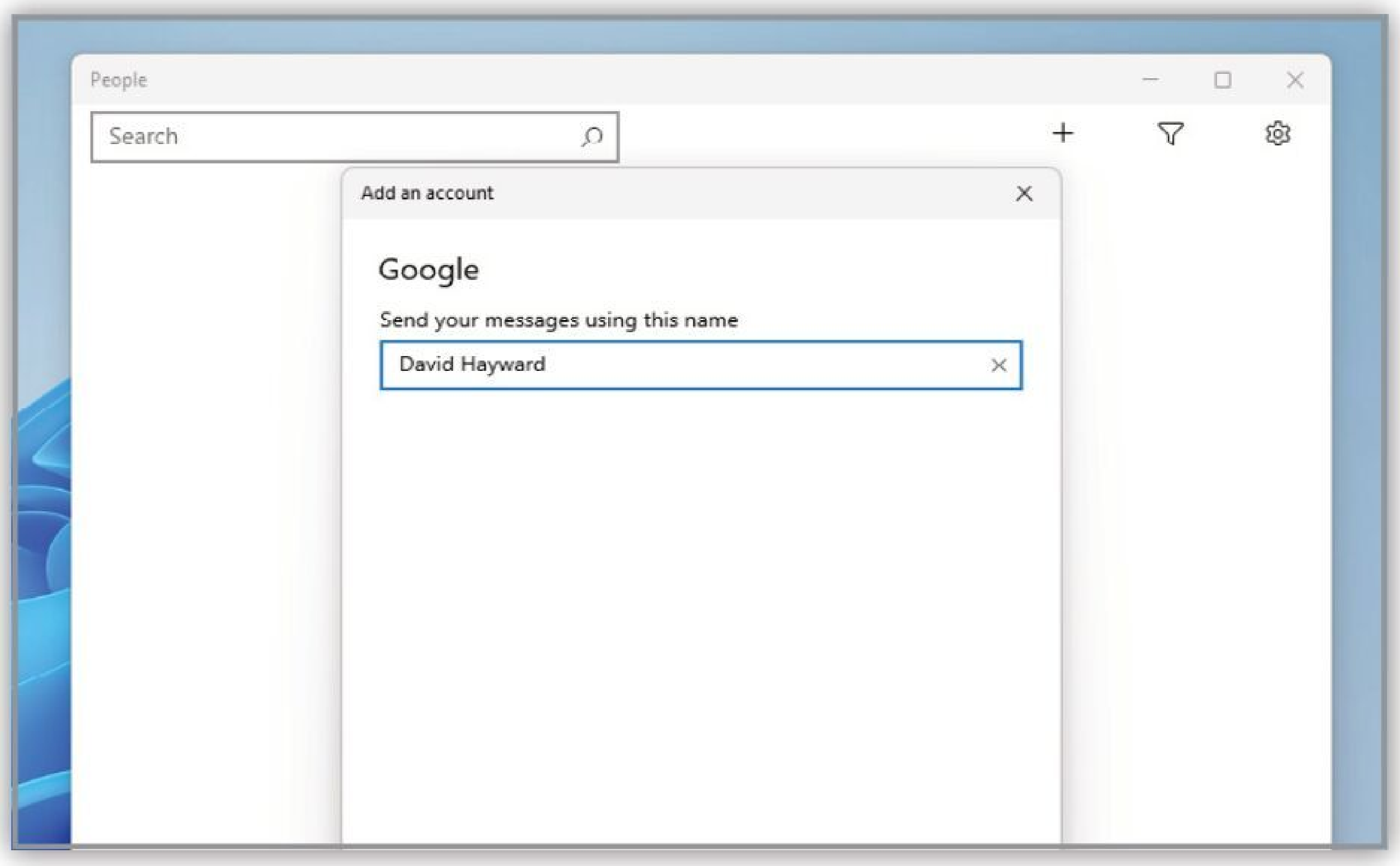
This will allow Windows to:

Read, compose, send and permanently delete all your email from Gmail

See, edit, download and permanently delete your contacts

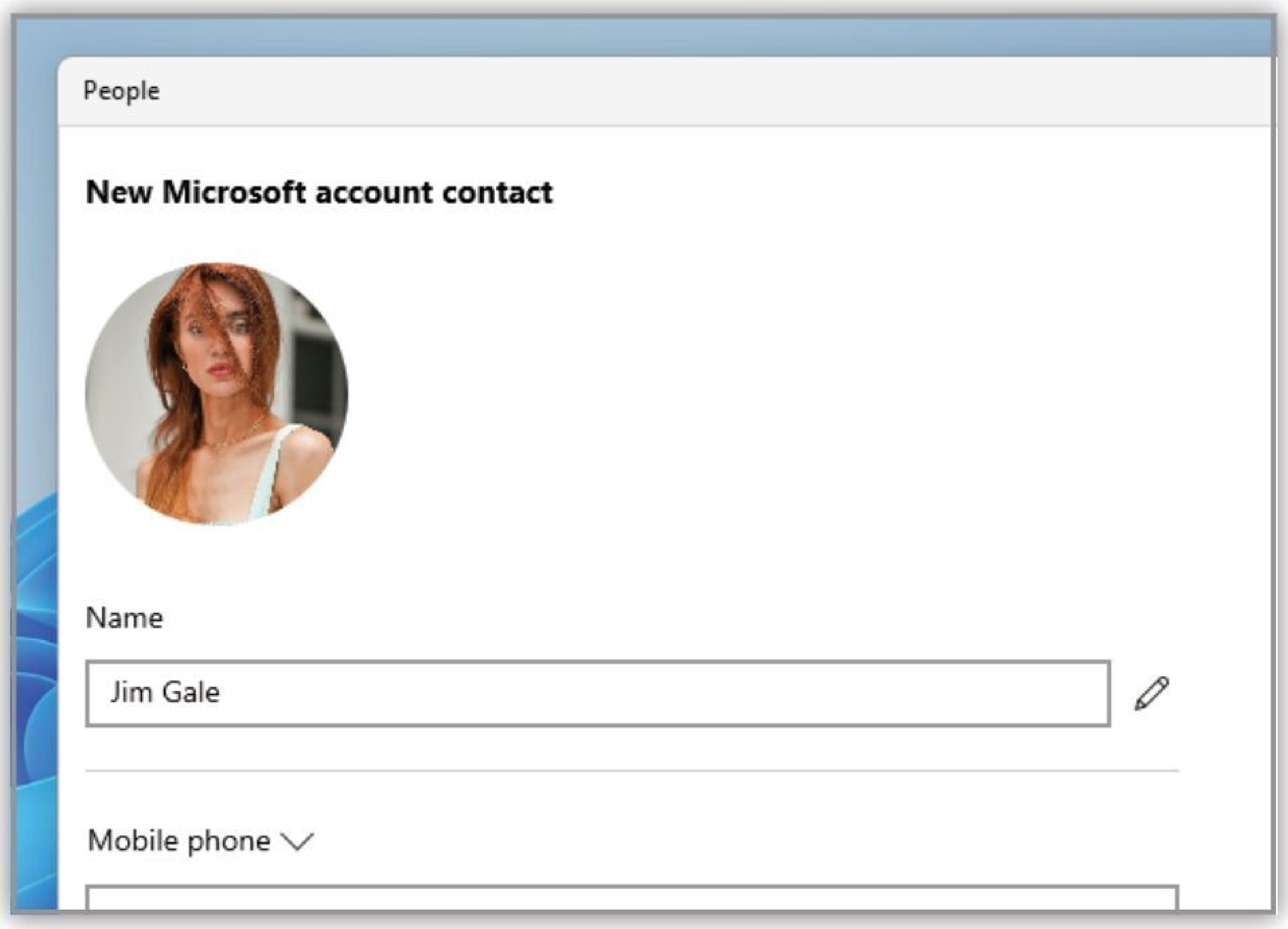
See, edit, share and permanently delete all the calendars that you can access using Google

Step 9 If you're ready to go ahead with the connection to another service, then scroll down and click on the Allow button at the bottom of the page. This will open a new window, asking for the name in which to send messages as. Enter your name, then click Sign in at the bottom of the window.


People
Search
Add an account
Google

Send your messages using this name: David Hayward

Step 10 If you want to add individual contacts, click on the Plus sign in the upper-right of the People window. From there, you can their name, phone, email, address, add a photo and more. Click on the Save button when you're ready to add the new contact.


People
New Microsoft account contact
Mobile phone

Name: Jim Gale

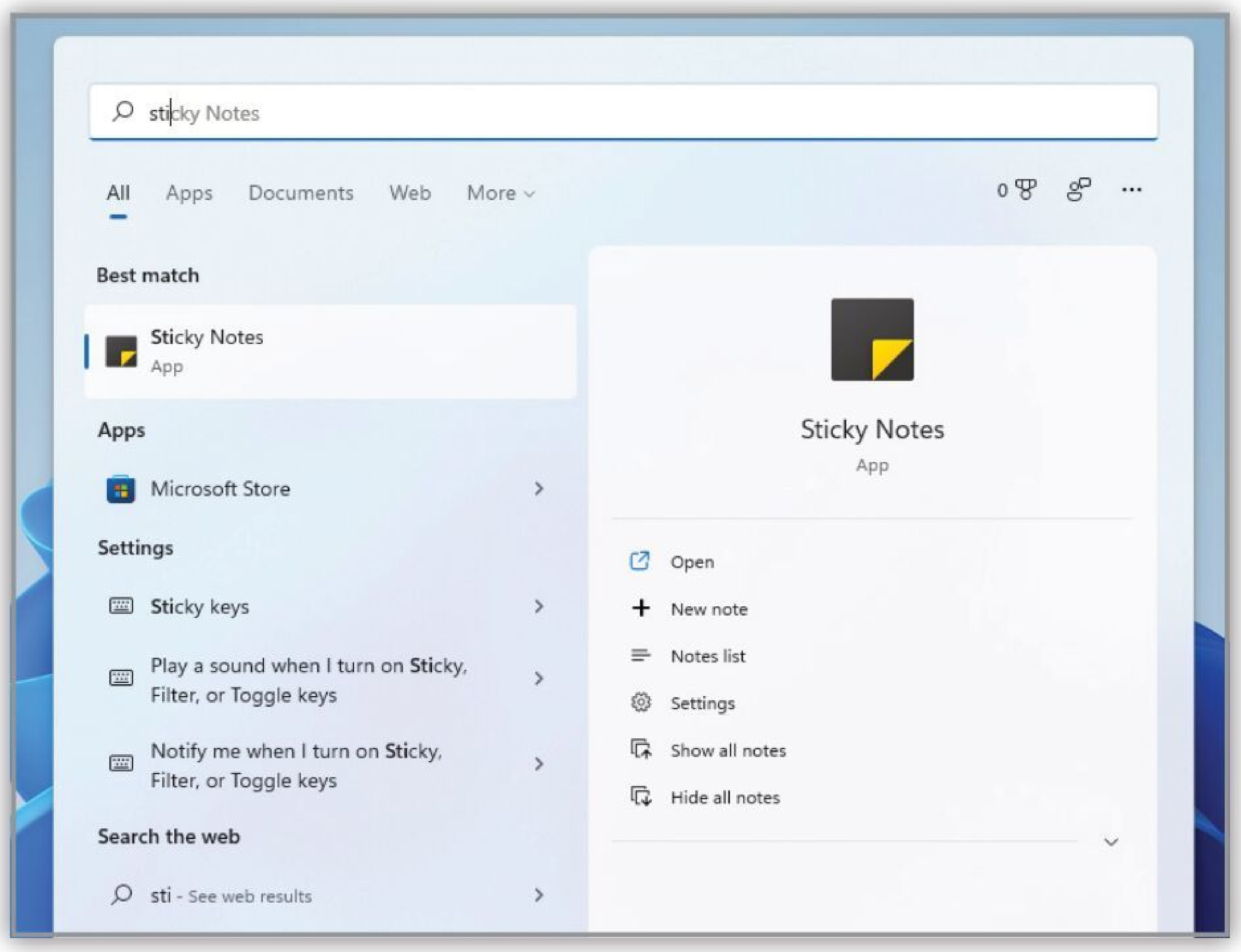
Using the Sticky Notes Tool

There are lots of Windows 11 apps for making reminder lists, but sometimes you just need a simple note to jog your memory. There is a simple, and often overlooked, piece of software in Windows that allows you to add sticky notes to your screen, quickly and easily.

Getting Sticky

Sticky Notes has been around since the early days of Windows Vista, and has evolved over the years in line with the core operating system. It's surprisingly effective, so here's how it works.

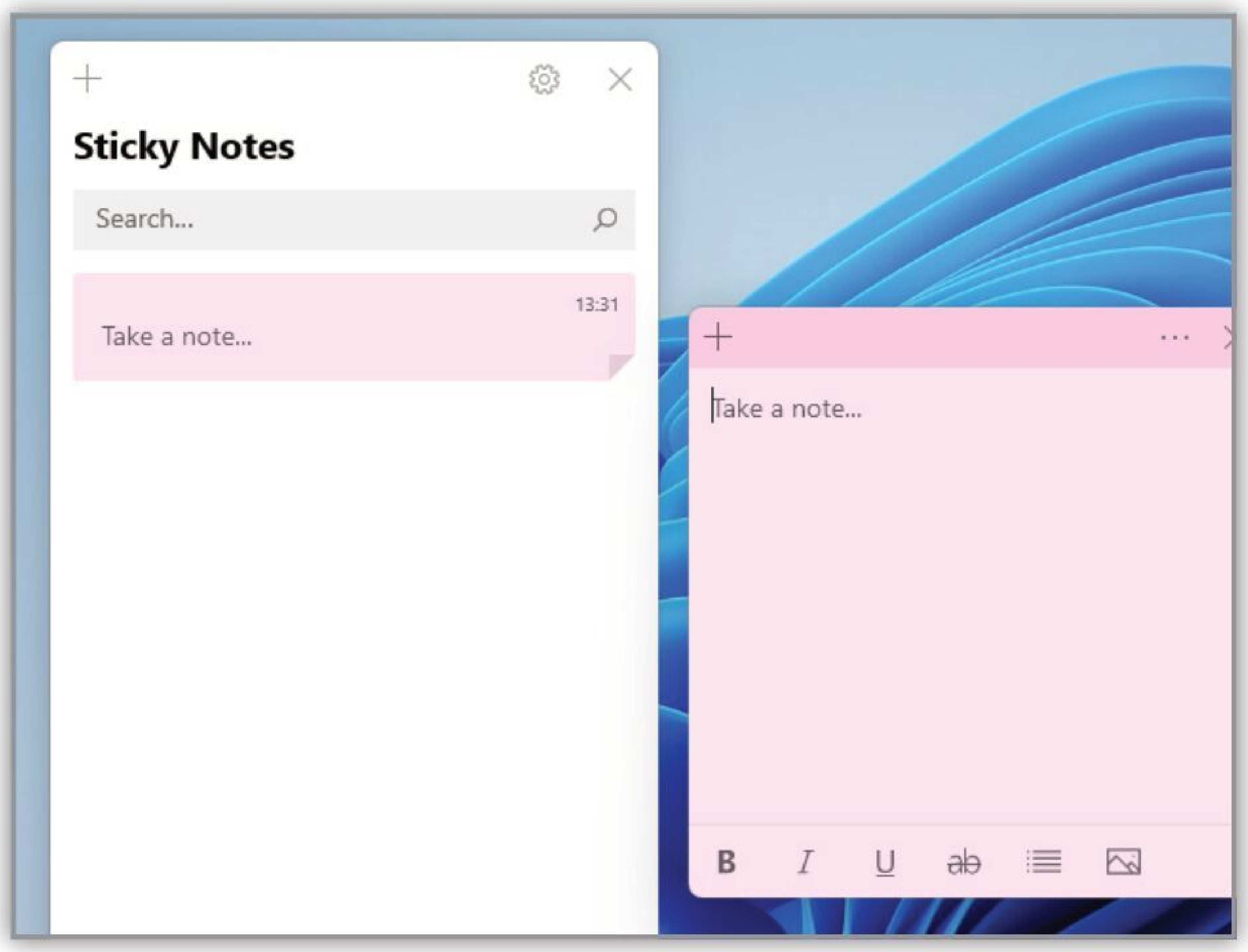
Step 1 Sticky Notes is available via the Windows Start button, or by pressing the Windows key on your keyboard, and typing in 'sticky notes' (without the quotes). Click on the Sticky Notes app that's listed in the search results.



sticky Notes

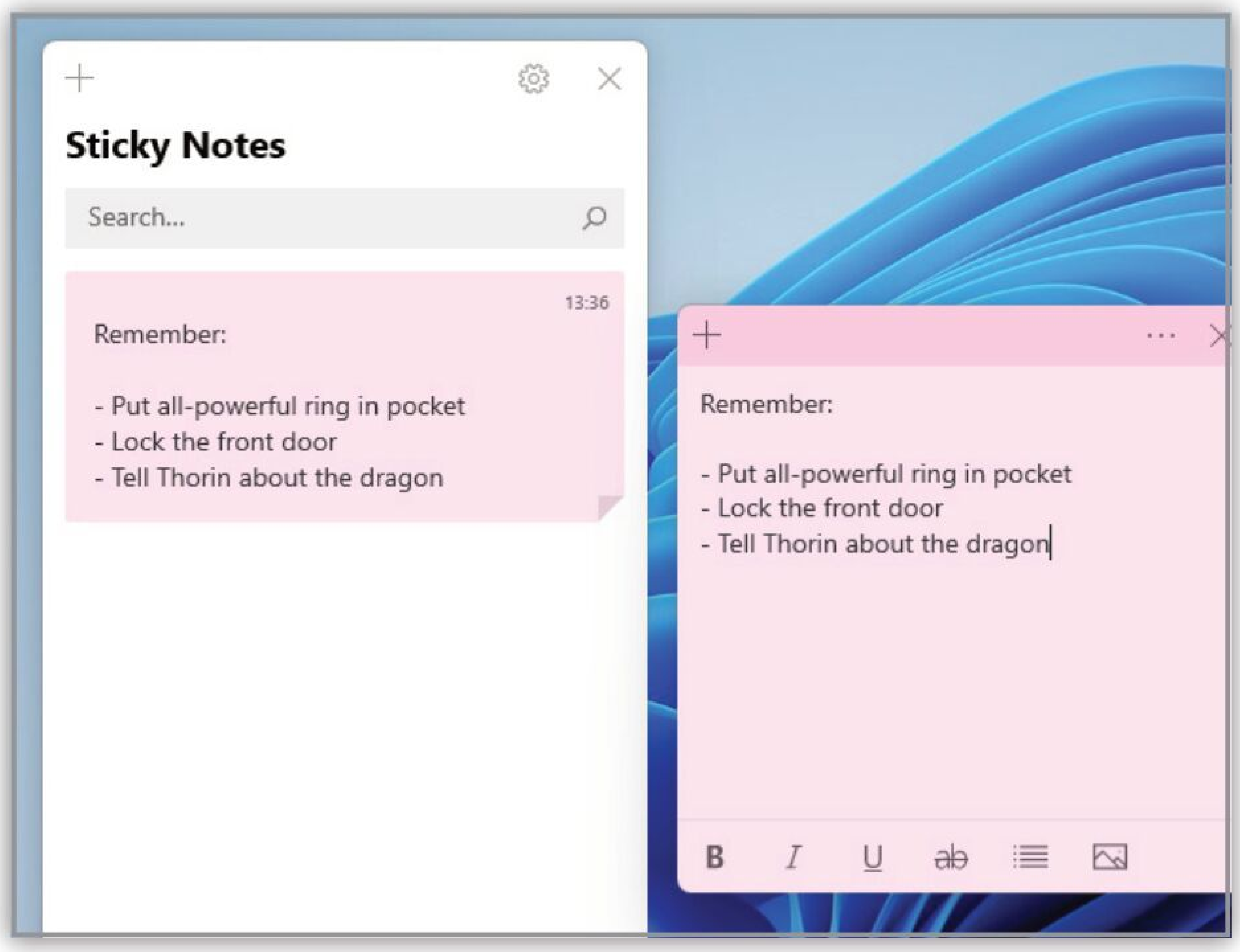
All
Apps
Documents
Web
More
Best match
Sticky Notes
App
Apps
Microsoft Store
Settings
Sticky keys
Play a sound when I turn on Sticky, Filter, or Toggle keys
Notify me when I turn on Sticky, Filter, or Toggle keys
Search the web
sti - See web results
Sticky Notes
App
Open
New note
Notes list
Settings
Show all notes
Hide all notes

Step 2 Sticky Notes launches with two windows: one is the main Sticky Notes control window, and the other is a blank note, ready to be filled. As you create notes, these will be displayed when you start the app.



Sticky Notes
Search...
13:31
Take a note...
Take a note...
B
I
U
ab

Step 3 To quickly create a new note, click on the smaller of the two windows; the new note window. The cursor will appear where the window says, 'Take a note…', and from there you can begin typing to create your note.

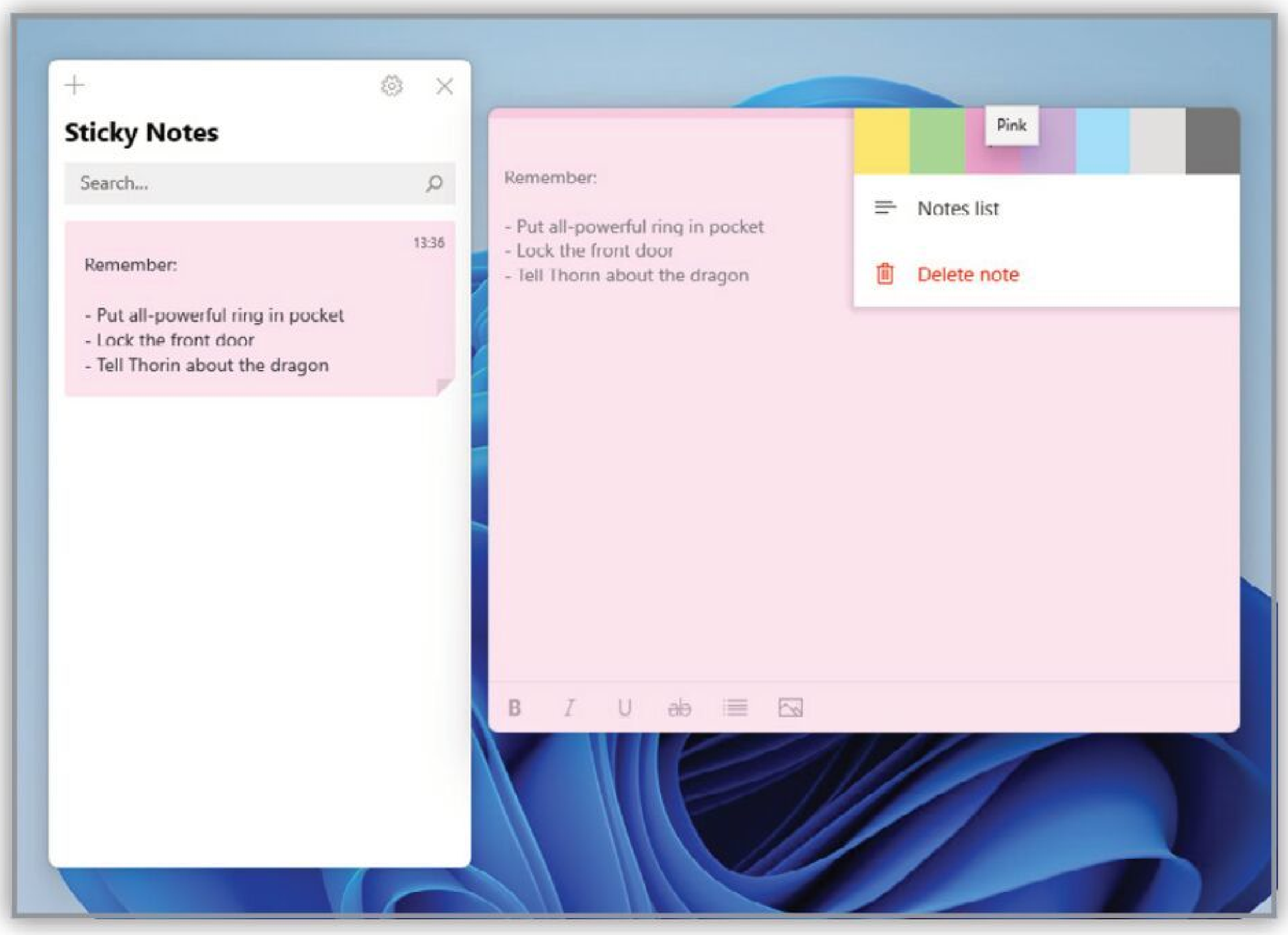


Sticky Notes
Search...
13:36
B
I
U
ab

Remember:

- Put all-powerful ring in pocket
- Lock the front door
- Tell Thorin about the dragon

Step 4 As you type, the note will add scroll bars down the right-hand side. You can increase the size of the note by expanding the corners of the window, and you can change the colour of the Sticky Note by clicking on the three dots in the top-right corner of the note window, and choosing one of the available colours.

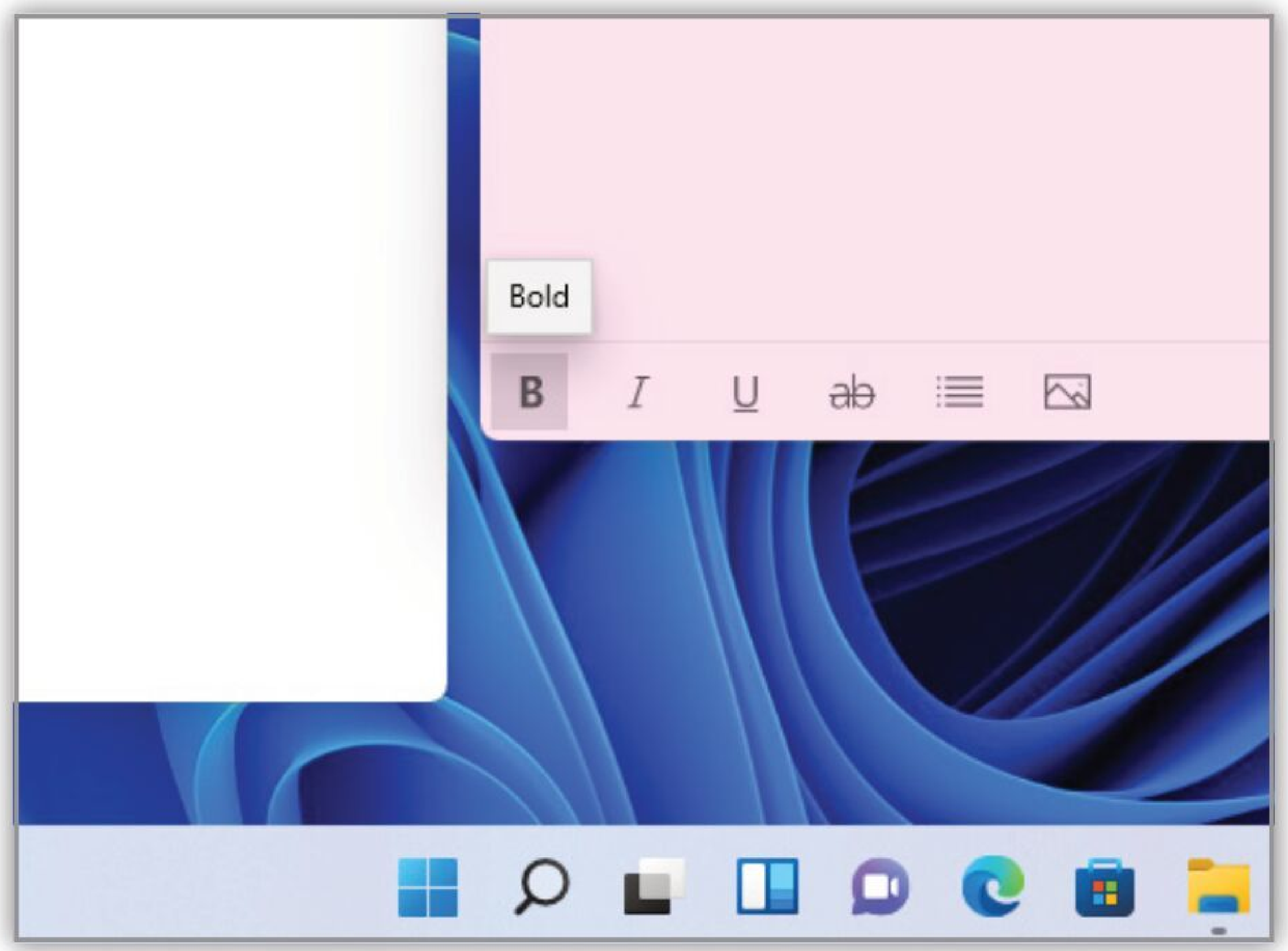


Sticky Notes
Search...
1336
Pink
Notes list
Delete note
B
I
U
ab

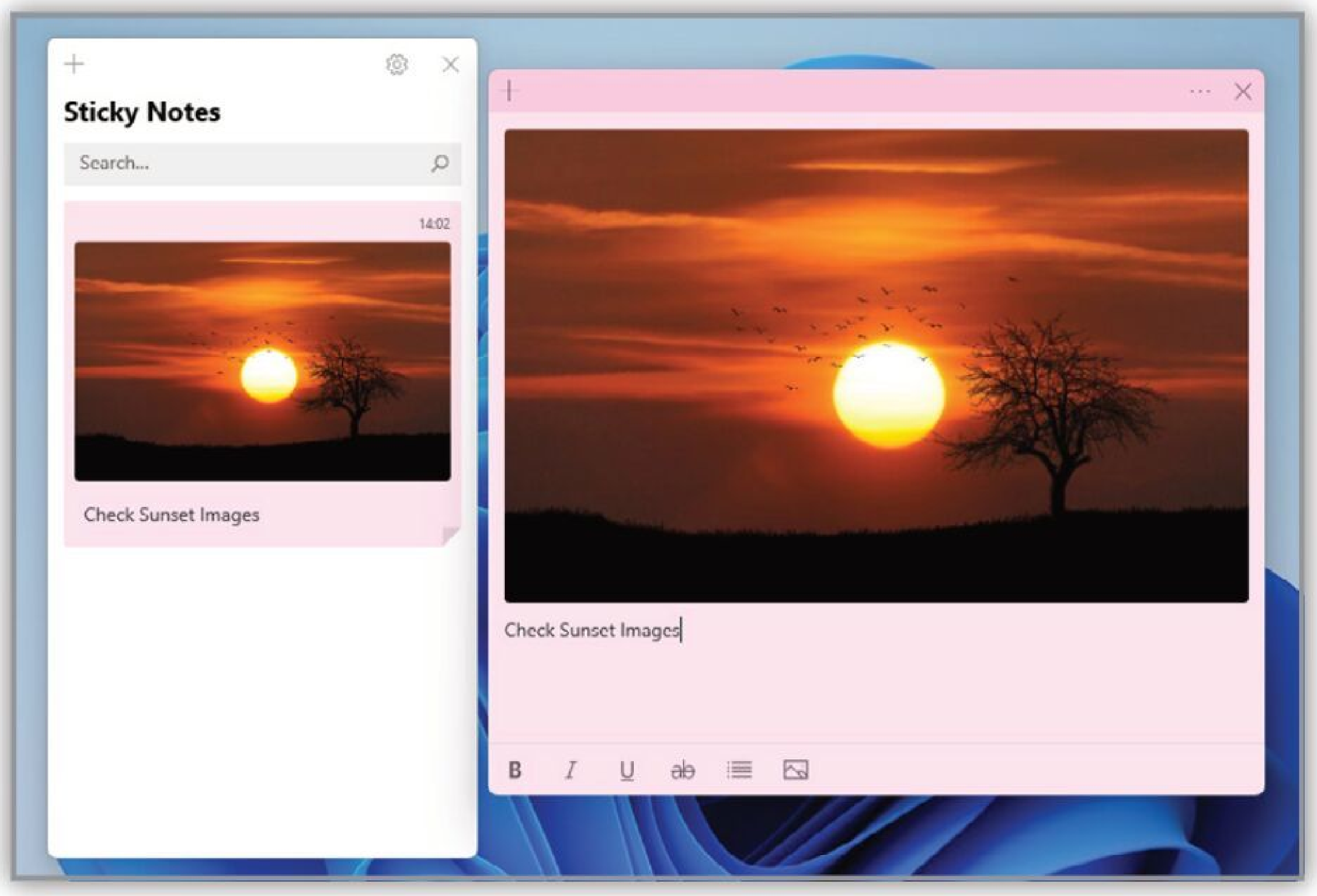
Remember:

- Put all-powerful ring in pocket
- Lock the front door
- Tell Thorin about the dragon

Step 5 If you look at the bottom of the note window, you'll notice a series of options. These change the text type to Bold, Italic, Underline or Strikethrough. You can also toggle bullets or even add an image.



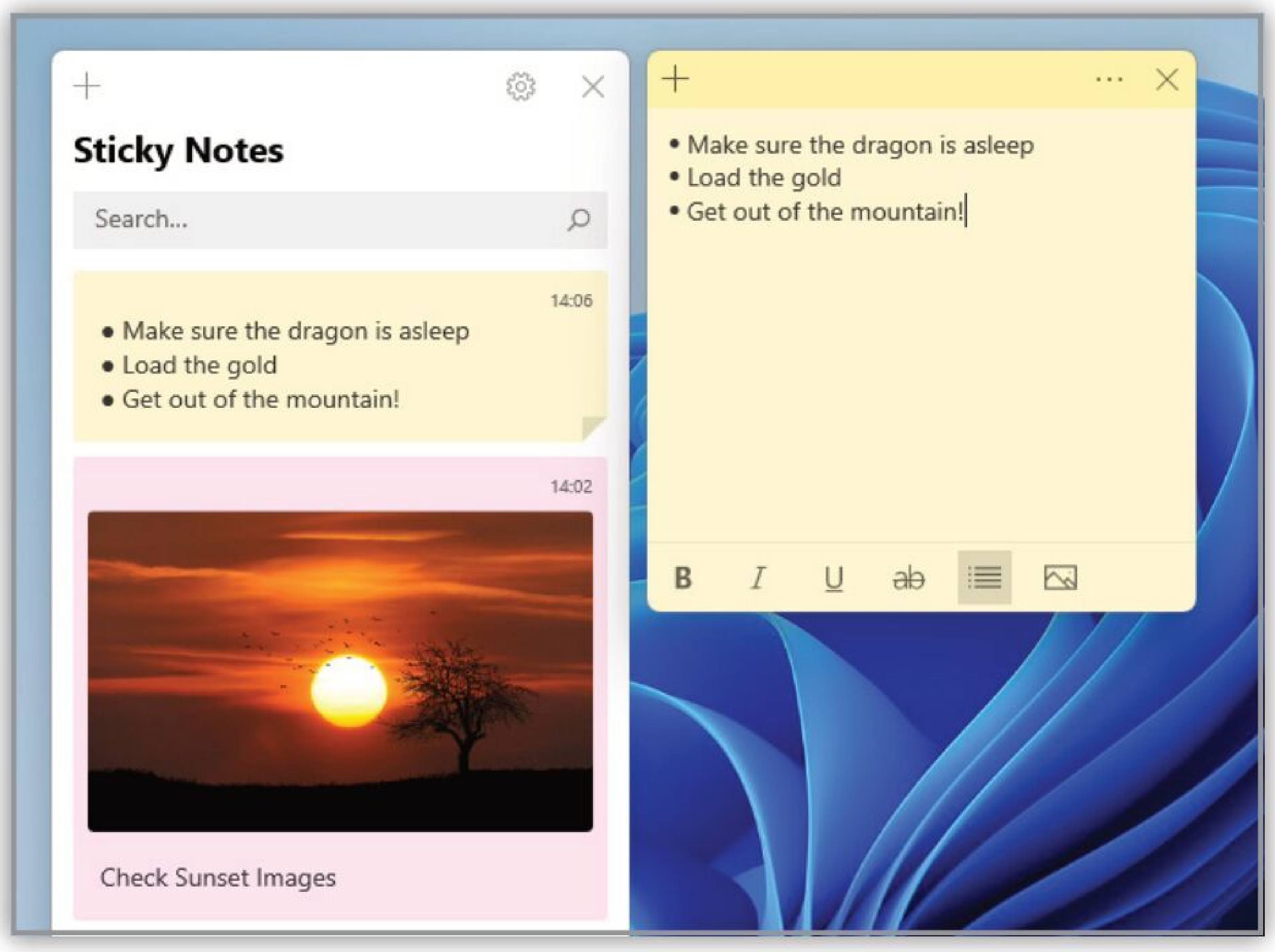
Step 6 You'll need to highlight existing text, then click on one of the text type options to apply the result, or click the option, then start new text. To add an image, simply click the image option then use the windows File Manager to locate the image. Click on the Image file itself.



Check Sunset Images

Check Sunset Images

Step 7 When you close the note, it will be automatically added to the Sticky Notes control window. If you want to create a new note, click on the Plus symbol in the Sticky Notes control window, located in the top-left.

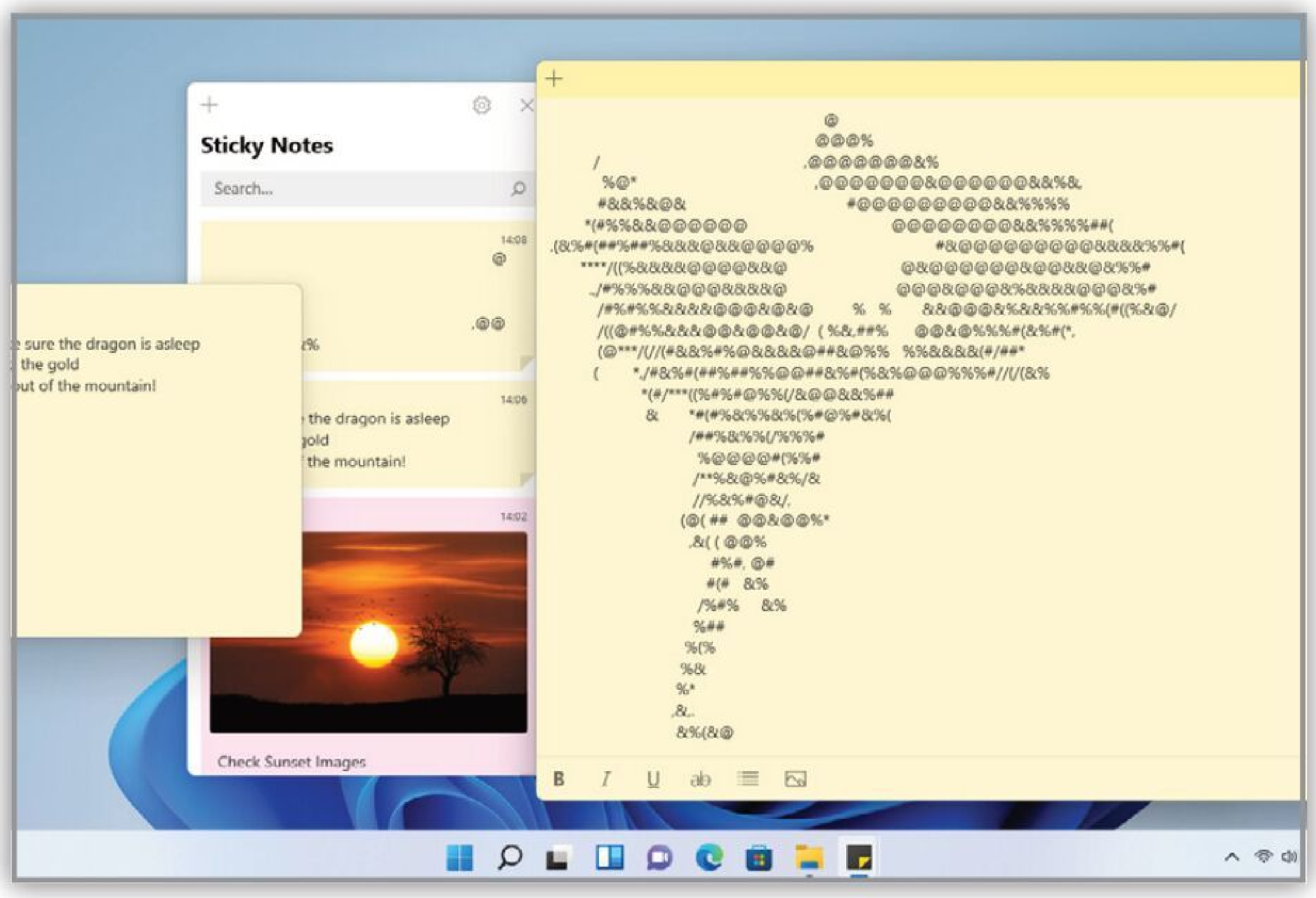


- Make sure the dragon is asleep
- Load the gold
- Get out of the mountain!

- Make sure the dragon is asleep
- Load the gold
- Get out of the mountain!

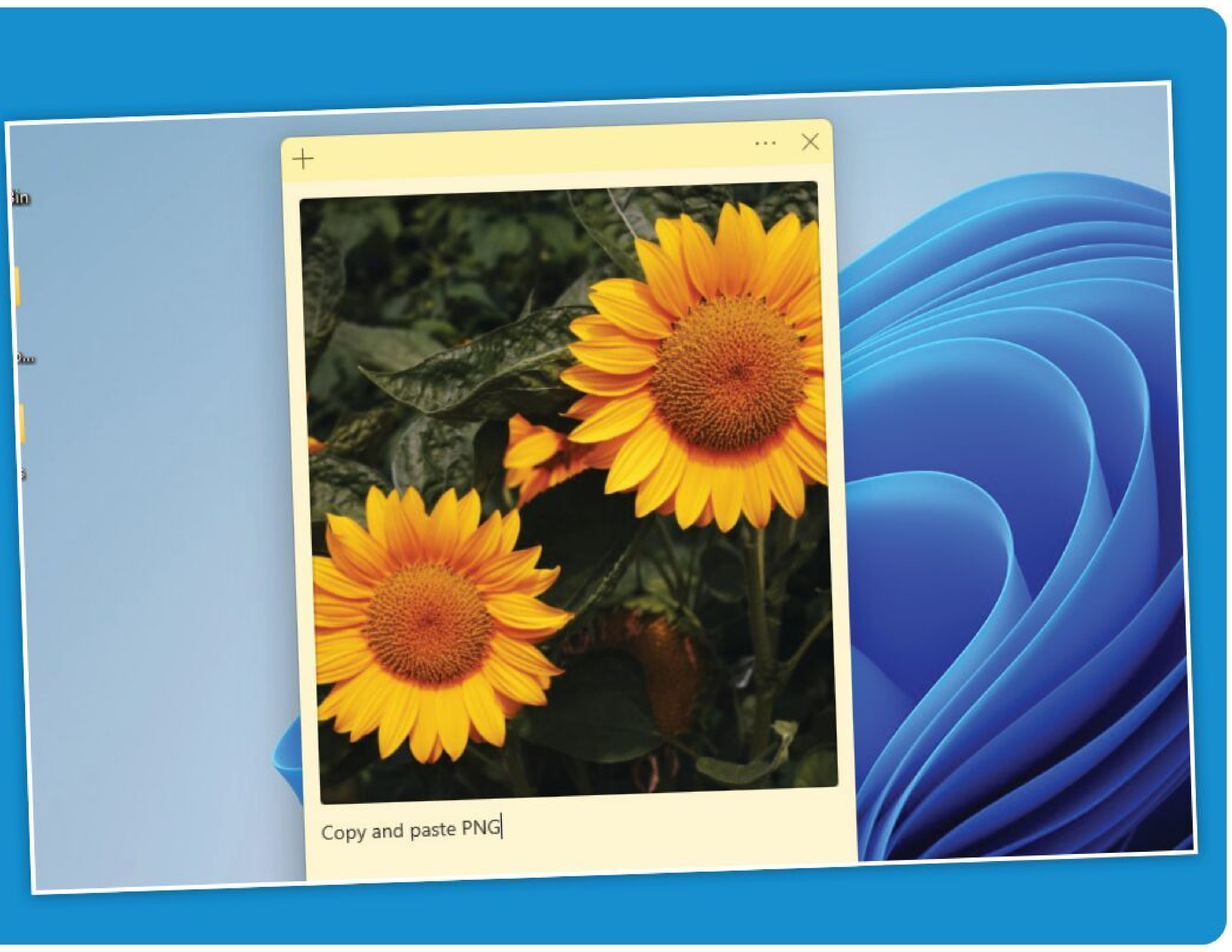
Check Sunset Images

Step 8 You will need to keep the app open for your notes to remain on the screen but as long as it is, you can shut down and reboot, and the notes will remain on the desktop. To close notes, you simply need to click on the trash icon in the top right corner. Close the last note and the software closes too.



Troubleshooting Sticky Notes Image Issues

While Sticky Notes for Windows 11 is a marked improvement over its predecessors, it can still yield one or two problems for those who use it. One of the main issues with Sticky Notes, and this is something that has appeared in earlier versions too, is adding images. Sometimes, Sticky Notes won't add PNG images, but JPGs will be added successfully. If this is the case, you can often get around this issue by copying the image, then pasting it directly into Sticky Notes with Ctrl+V.



Copy and paste PNG

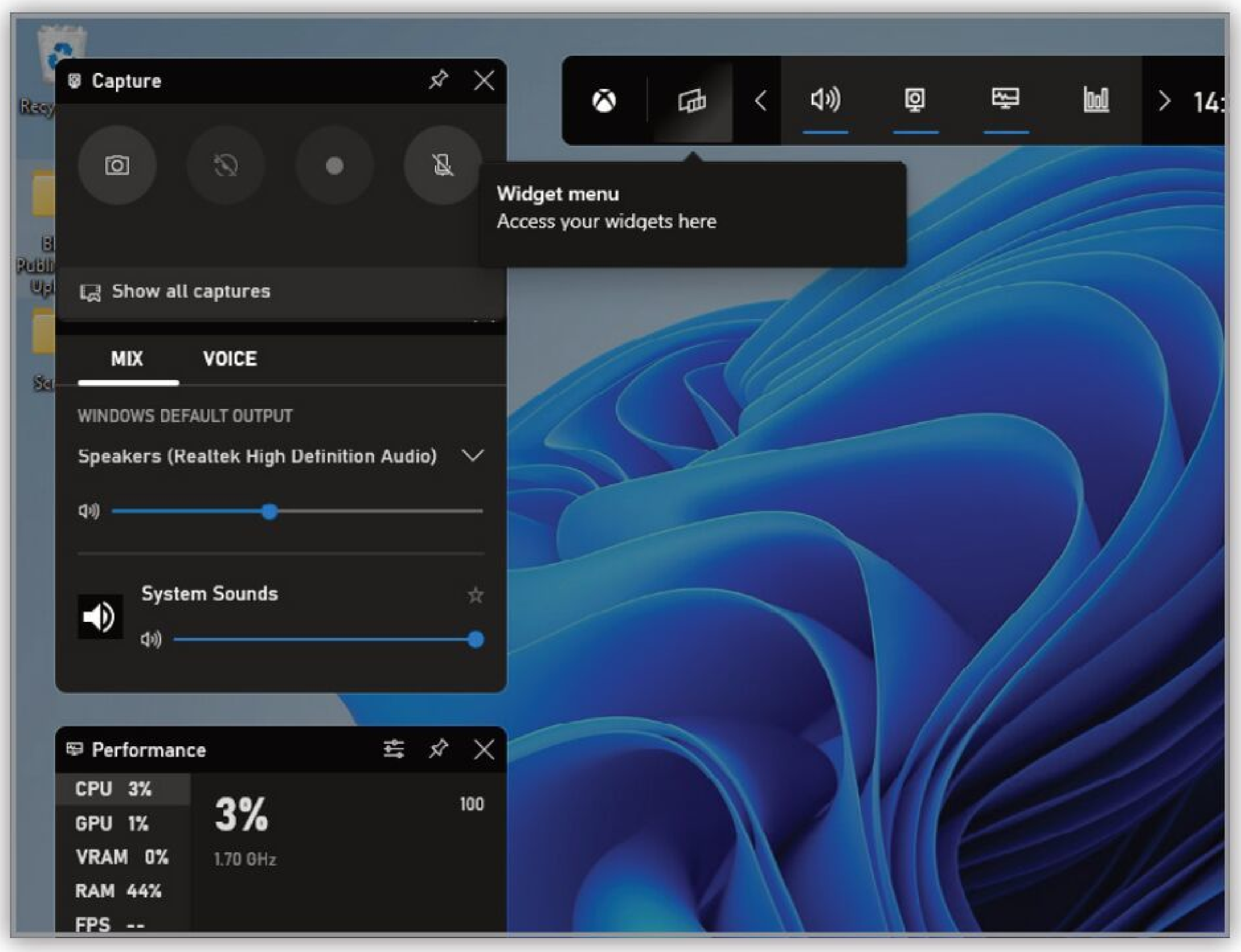
Using the Xbox Game Bar

Windows 11 has carried on the developmental work that its predecessor put in with regards to the Microsoft Xbox Game Bar. There are a wealth of sub-apps within the Game Bar app, and it's well worth looking into in more detail.

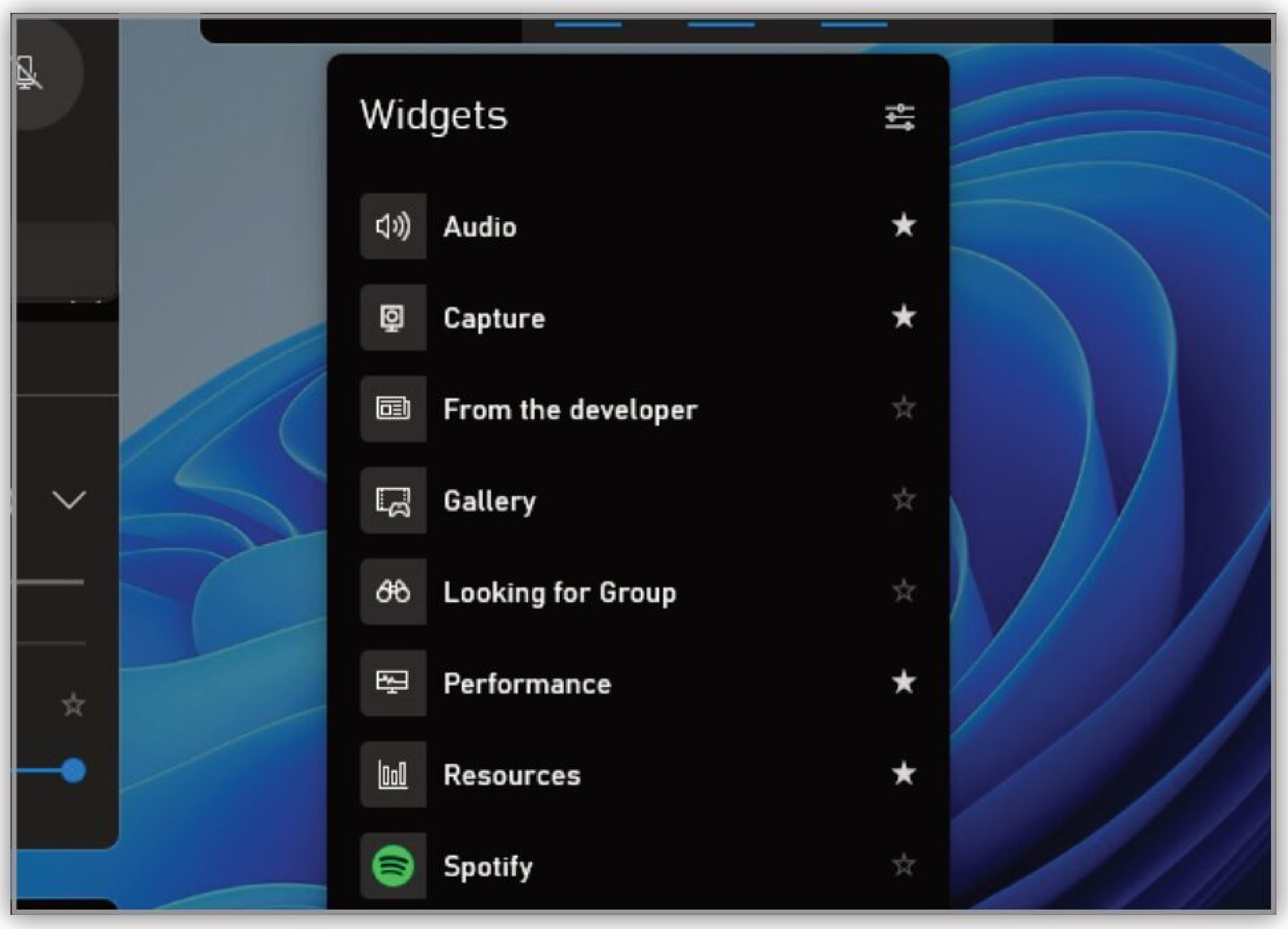
Game On!

No longer solely about gaming tools, the Game Bar now includes quick panels for volume control, resource usage and even playing music.

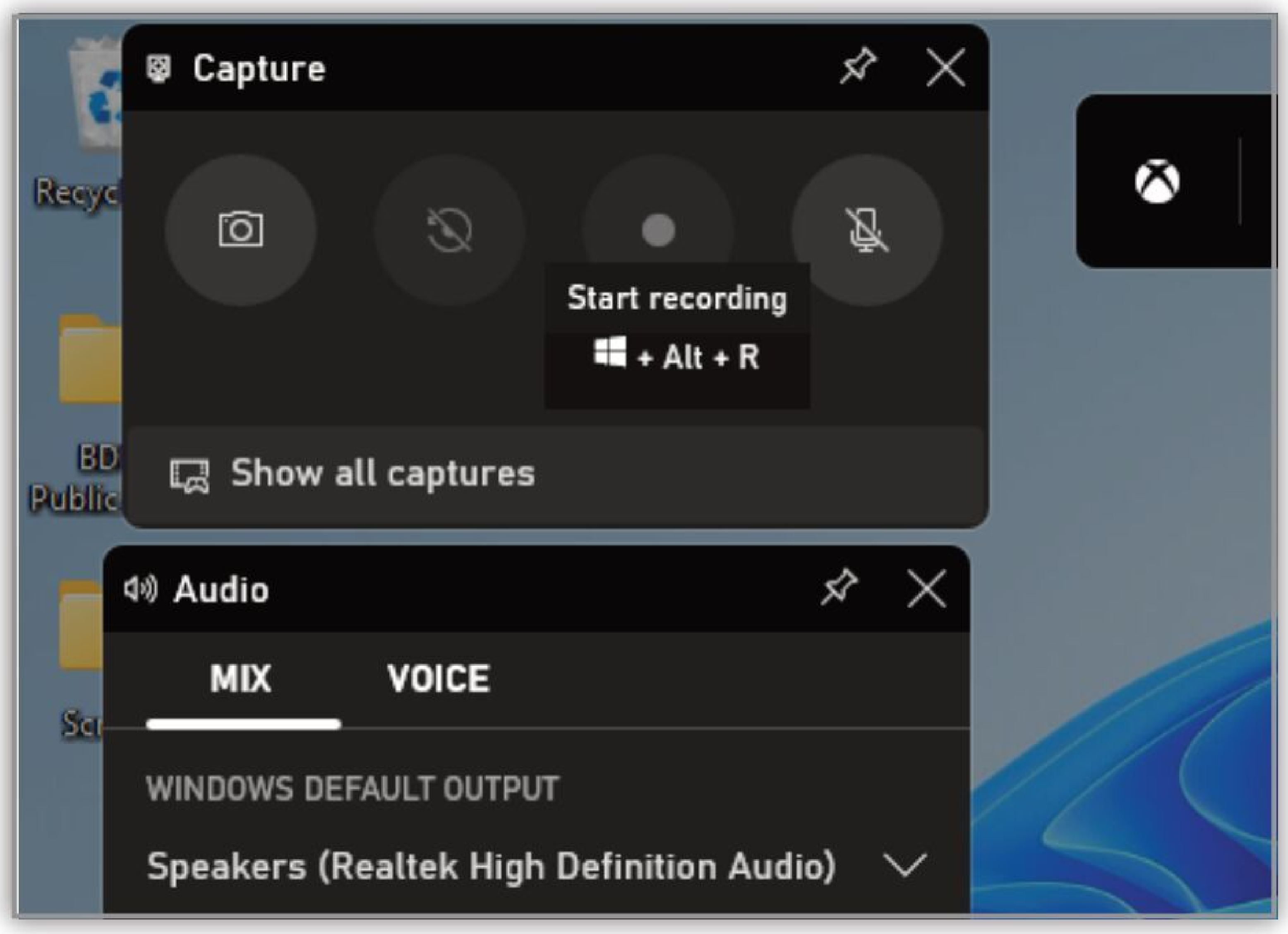
Step 1 You can open the Xbox Game Bar simply pressing the Windows Key + G, or by searching for Xbox via the Windows button on the taskbar menu. When it loads it will dim the screen and present multiple windows.


Capture
Widget menu
Access your widgets here
Show all captures
MIX
VOICE
WINDOWS DEFAULT OUTPUT
Speakers (Realtek High Definition Audio)
System Sounds
Performance
CPU 3%
GPU 1%
VRAM 0%
RAM 44%
FPS --
3%
100
1.70 GHz

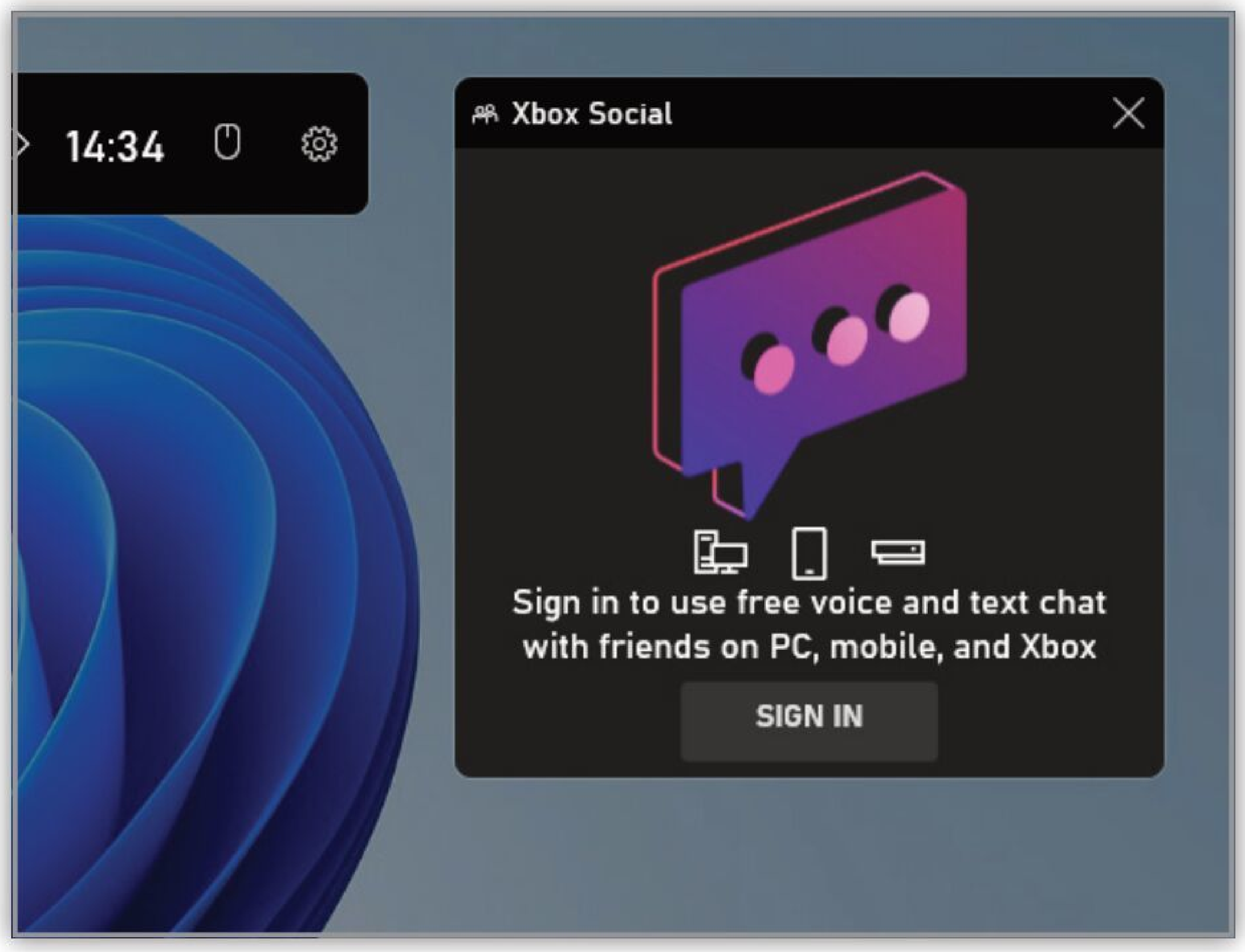
Step 2 The multiple windows can be managed by clicking on the Widgets icon; the 3D window icon located to the right of the Xbox icon on the top, thin window in the middle of the screen. Click the star next to each item to add or remove it from the Game Bar selection.


Widgets
Audio
Capture
From the developer
Gallery
Looking for Group
Performance
Resources
Spotify

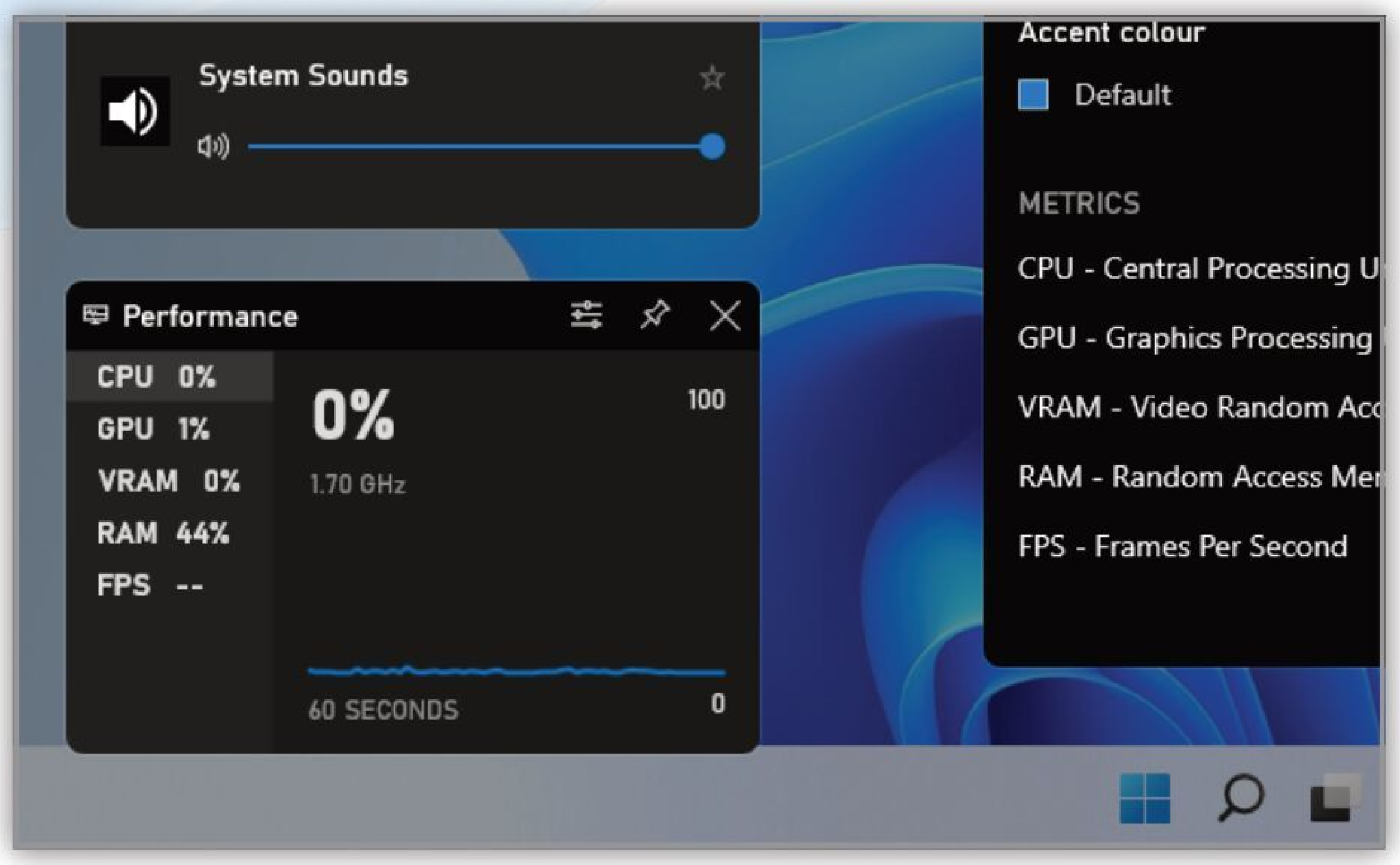
Step 3 By default, the top-left window is the Capture section. Here you can take screenshots, start recording video, record the last thirty seconds and activate the microphone during recording. You can also view any previous screen captures. All elements are displayed together with their keyboard shortcuts.


Capture
Start recording
+ Alt + R
Show all captures
Audio
MIX
VOICE
WINDOWS DEFAULT OUTPUT
Speakers (Realtek High Definition Audio)

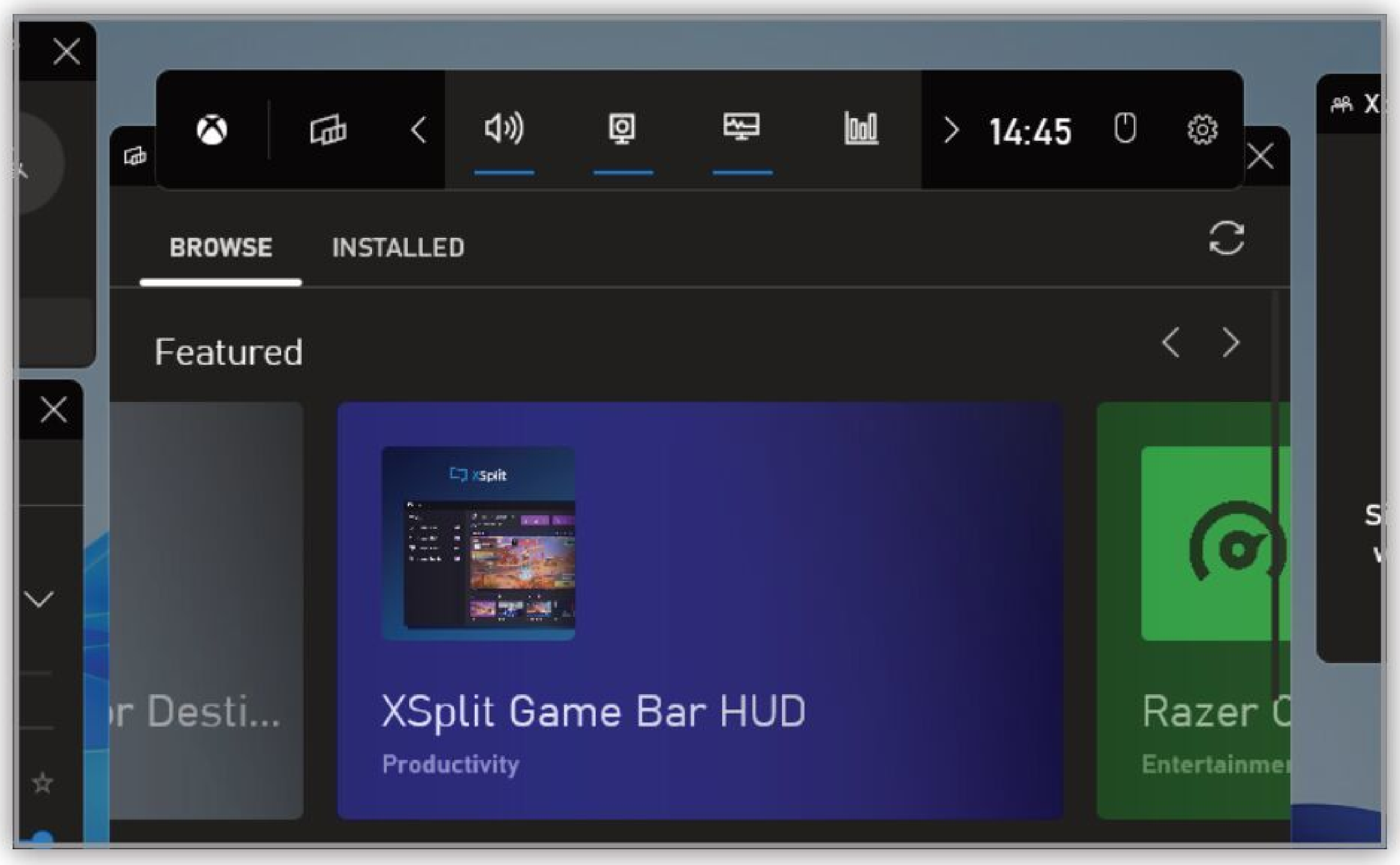
Step 4 Xbox Social is an element that lies in the top-right of the Game Bar windows. Here you can sign into your Microsoft Xbox account, and use voice and text chat across PC, mobile or Xbox with your friends.


14:34
Xbox Social
Sign in to use free voice and text chat with friends on PC, mobile, and Xbox
SIGN IN

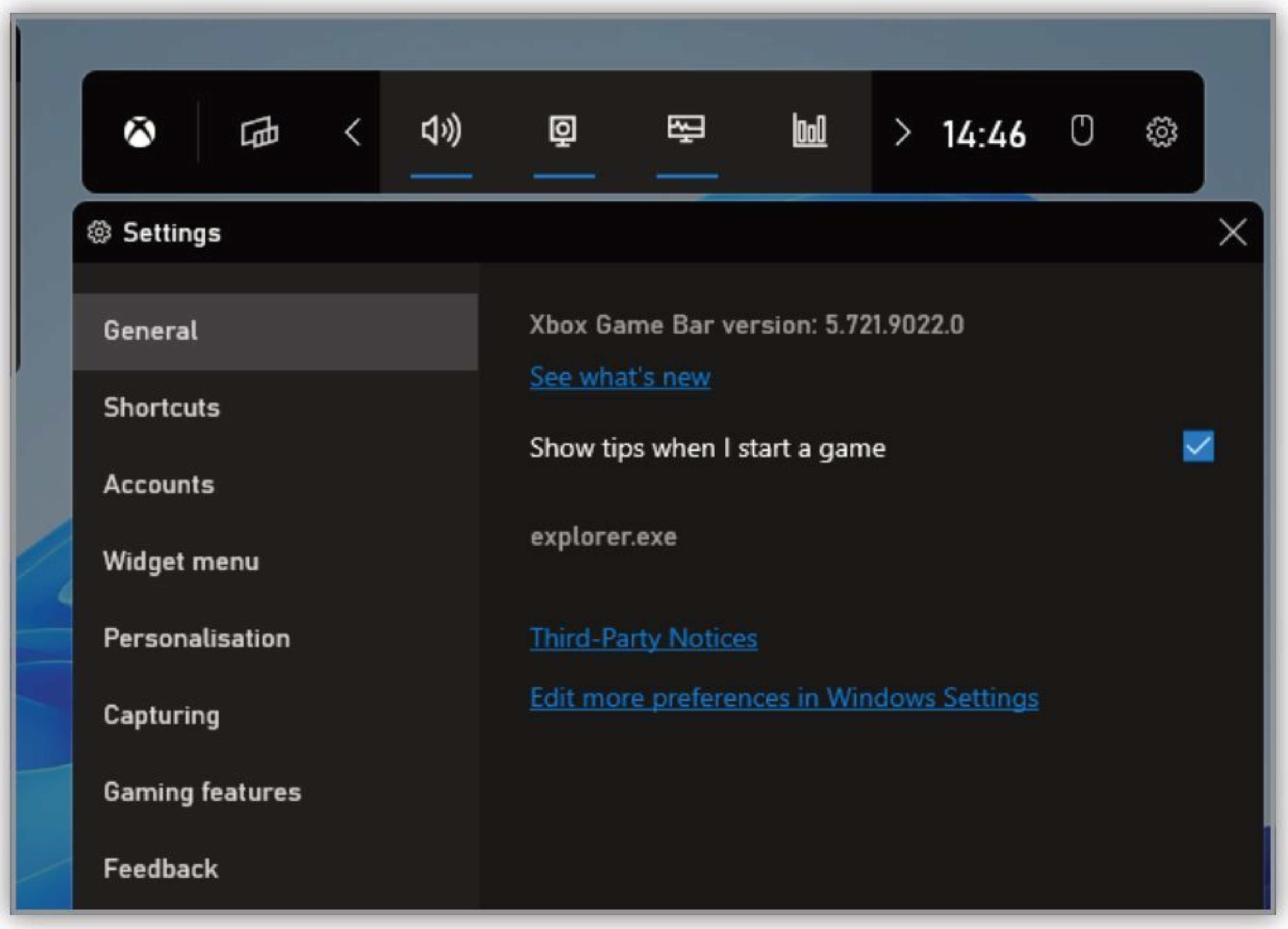
Step 5 In the bottom-left of the Game Bar windows, there's the Performance element. This is a really useful component, not just for gaming, as it details various metrics regarding your system. CPU, GPU, available memory and more can all be viewed as a handy graph. Click the icon next to the pin, within the Performance window, and you can customise the view.


System Sounds
Performance
CPU 0%
GPU 1%
VRAM 0%
RAM 44%
FPS --
0%
1.70 GHz
100
60 SECONDS
0
Accent colour
Default
METRICS
CPU - Central Processing U
GPU - Graphics Processing
VRAM - Video Random Acc
RAM - Random Access Mer
FPS - Frames Per Second

Step 6 If you want more widgets available, click on the Widget Menu, then scroll down the menu to the Widget Store. Click this, and you can choose from a selection of available widgets to install and use whenever you open the Xbox Game Bar.


14:45
BROWSE
INSTALLED
Featured
r Desti...
XSplit Game Bar HUD
Productivity
Razer C
Entertainme

Step 7 You can fine-tune the Xbox Game Bar by clicking on the cog icon in the top, slim, main window section. This open the Game Bar's Settings page, where you can alter the shortcuts, create and sign in with different accounts and change other features of the app.


14:46
Settings
General
Shortcuts
Accounts
Widget menu
Personalisation
Capturing
Gaming features
Feedback

Xbox Game Bar version: 5.721.9022.0

See what's new

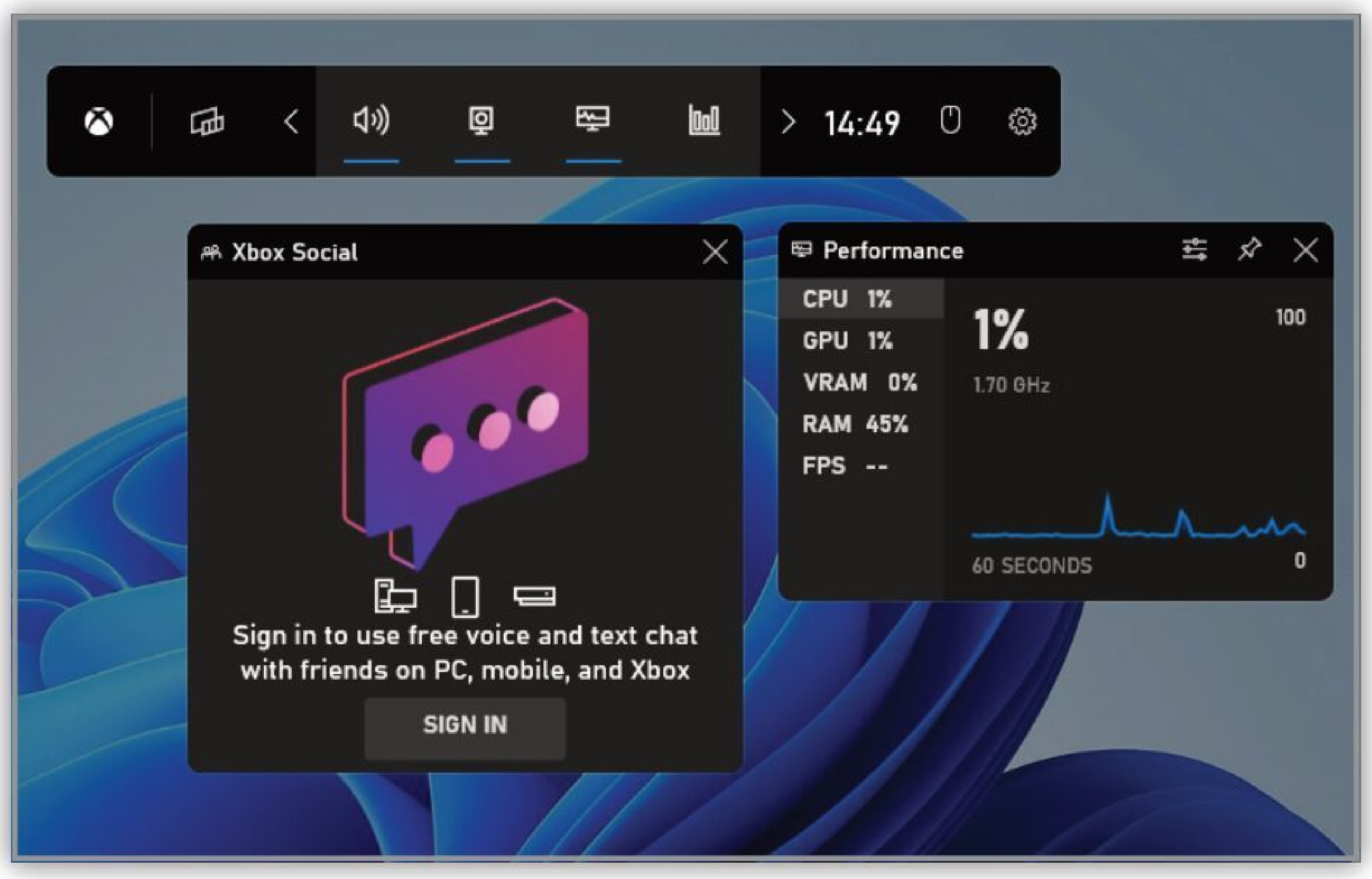
Show tips when I start a game ☑

explorer.exe

Third-Party Notices

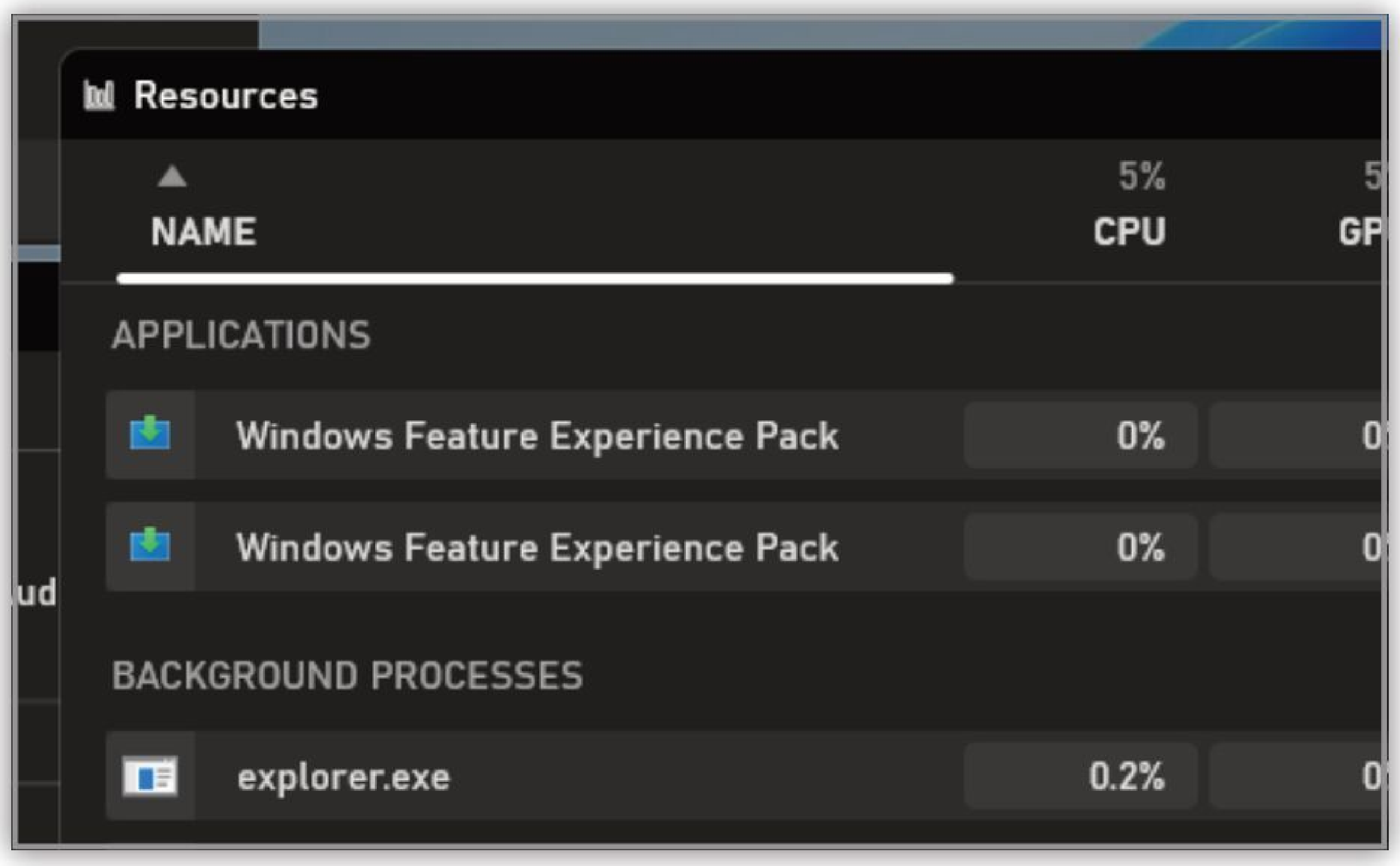
Edit more preferences in Windows Settings

Step 8 You can rearrange the position of all of the overlay panels by clicking on their top bars and dragging them into the desired position. Several of the panels can be pinned, meaning that they will remain visible on screen even after the Game Bar is hidden. Just click the Pin icon in the top bar.


14:49
Xbox Social
SIGN IN
Performance
CPU 1%
GPU 1%
VRAM 0%
RAM 45%
FPS --
1%
1.70 GHz
100
60 SECONDS
0

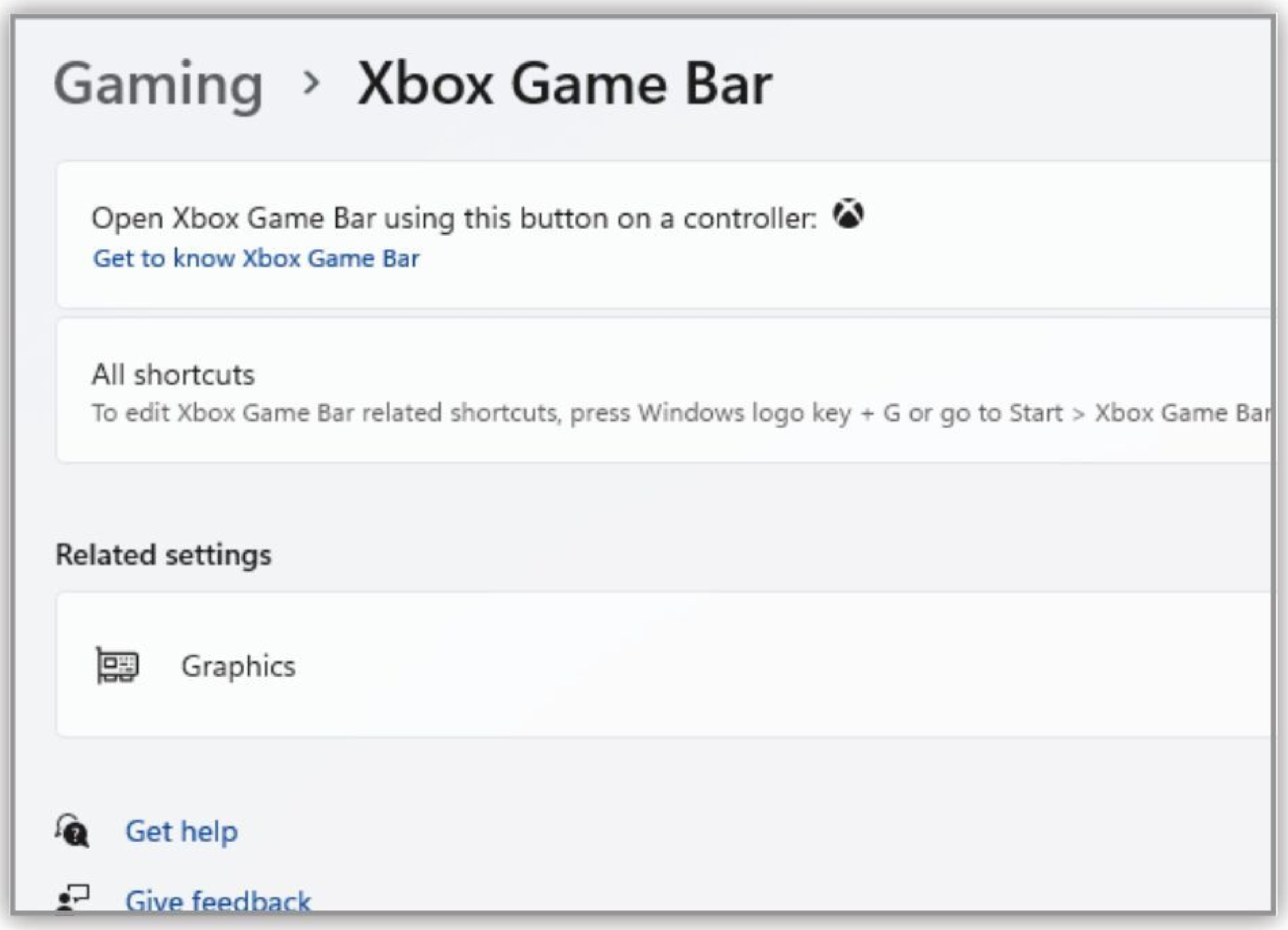
Sign in to use free voice and text chat with friends on PC, mobile, and Xbox

Step 9 The Resources window, found by clicking on the bar graph icon in the top, slim, window, details the currently open tasks within Windows 11. If you find the game you're playing is slowing down, you can open this and find where the majority of your system's resources are being used.



NAME	5% CPU	5 GP
APPLICATIONS		
Windows Feature Experience Pack	0%	0
Windows Feature Experience Pack	0%	0
BACKGROUND PROCESSES		
explorer.exe	0.2%	0

Step 10 You can close the Game Bar overlay screen by clicking anywhere else on the screen, or by pressing Windows Key + G again. If you want to disable the Game Bar completely, open the Main settings, go to the Gaming section, and use the slider to disable the tool.



Gaming › Xbox Game Bar

Open Xbox Game Bar using this button on a controller:

Get to know Xbox Game Bar

All shortcuts

To edit Xbox Game Bar related shortcuts, press Windows logo key + G or go to Start > Xbox Game Ba

Related settings

Graphics

Get help

Give feedback

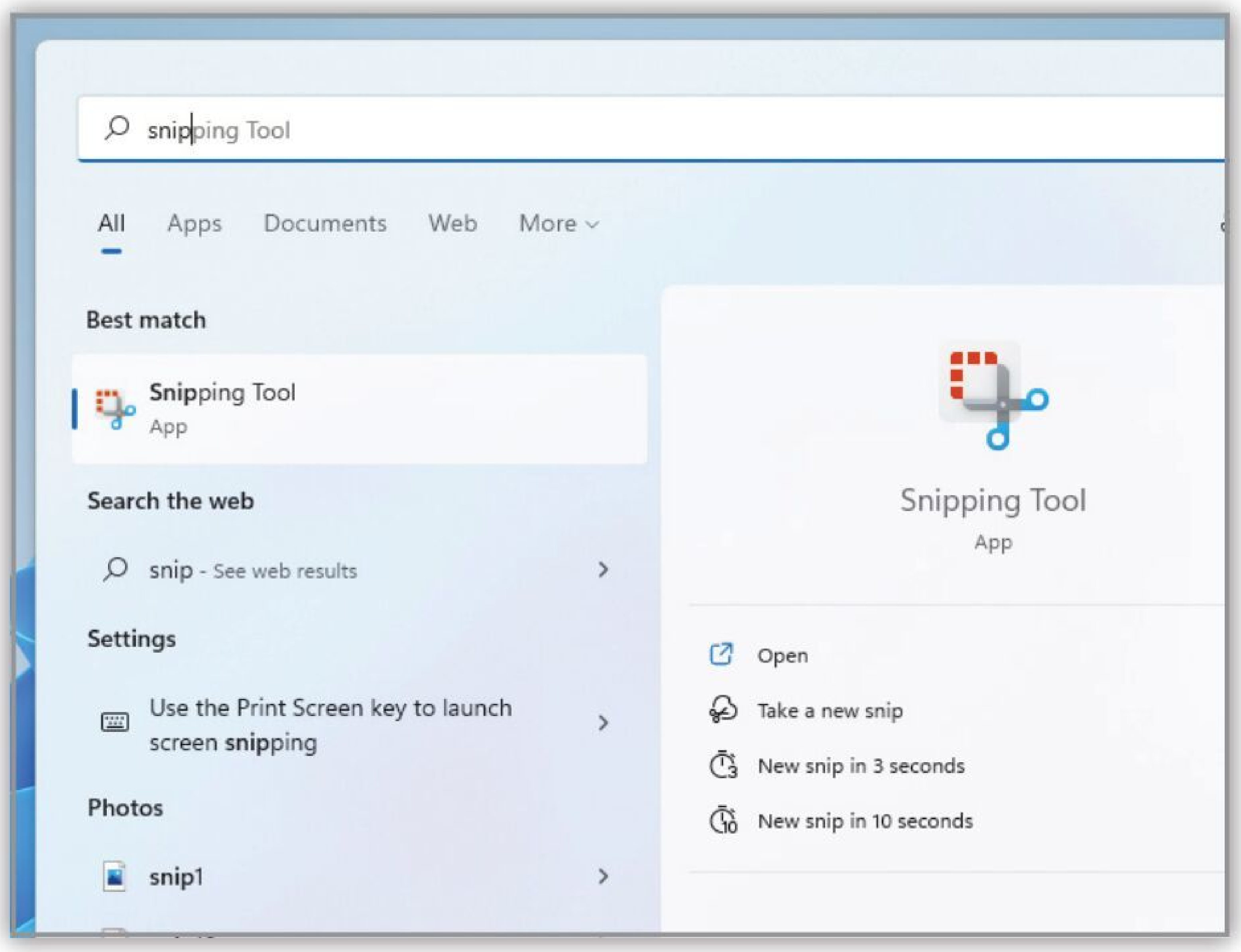
Screenshots with the Snipping Tool

In 2018 Microsoft announced that it was abandoning the much-loved Snipping Tool in favour of a new tool called Snip & Sketch. However, with Windows 11, Microsoft has reversed that decision and has merged both apps into the new Snipping Tool.

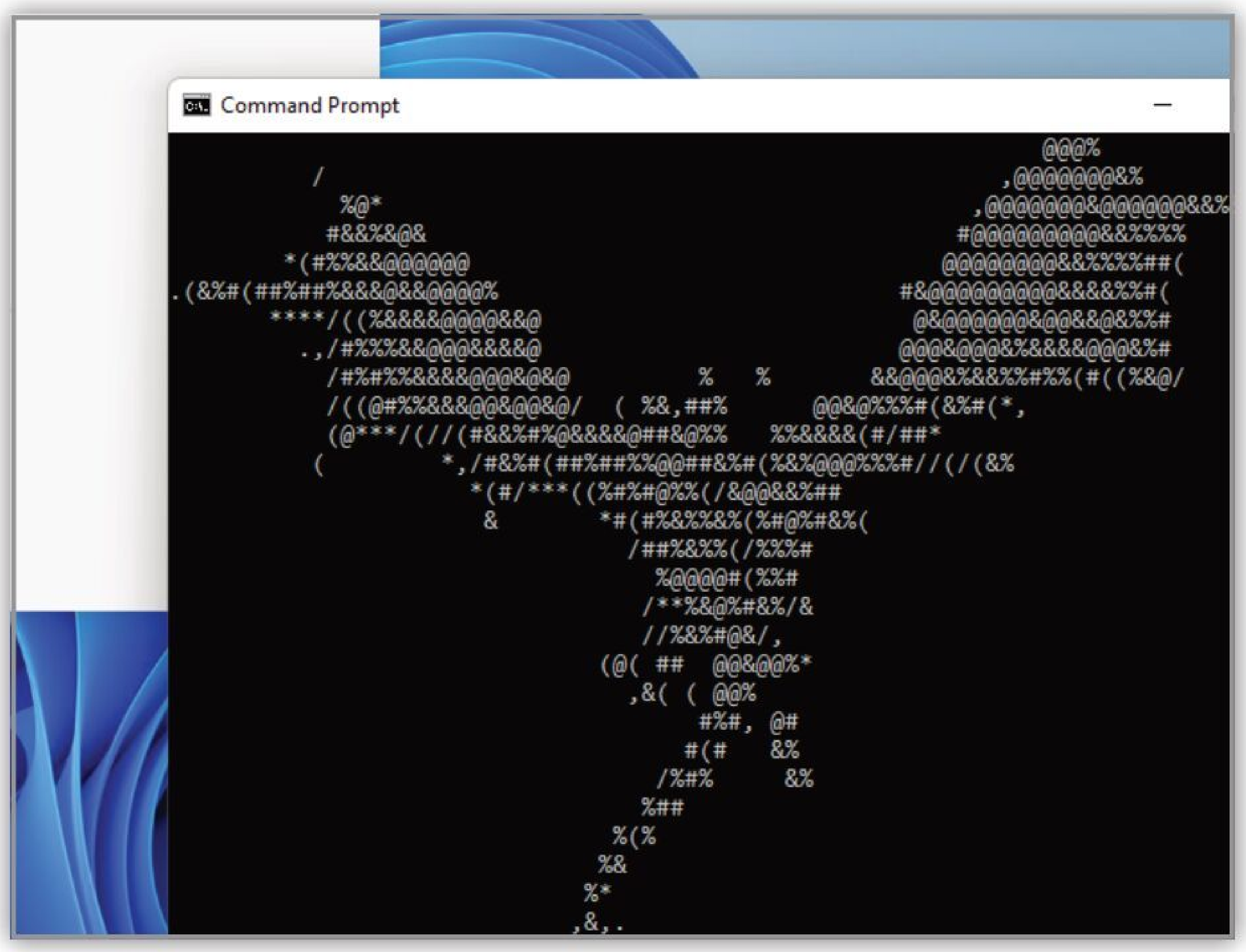
Snip, Snip!

The Snipping Tool is a surprisingly powerful ally in the Windows 11 arsenal. Capturing your screen is an important element in Windows, and the Snipping Tool does exactly that, and more.

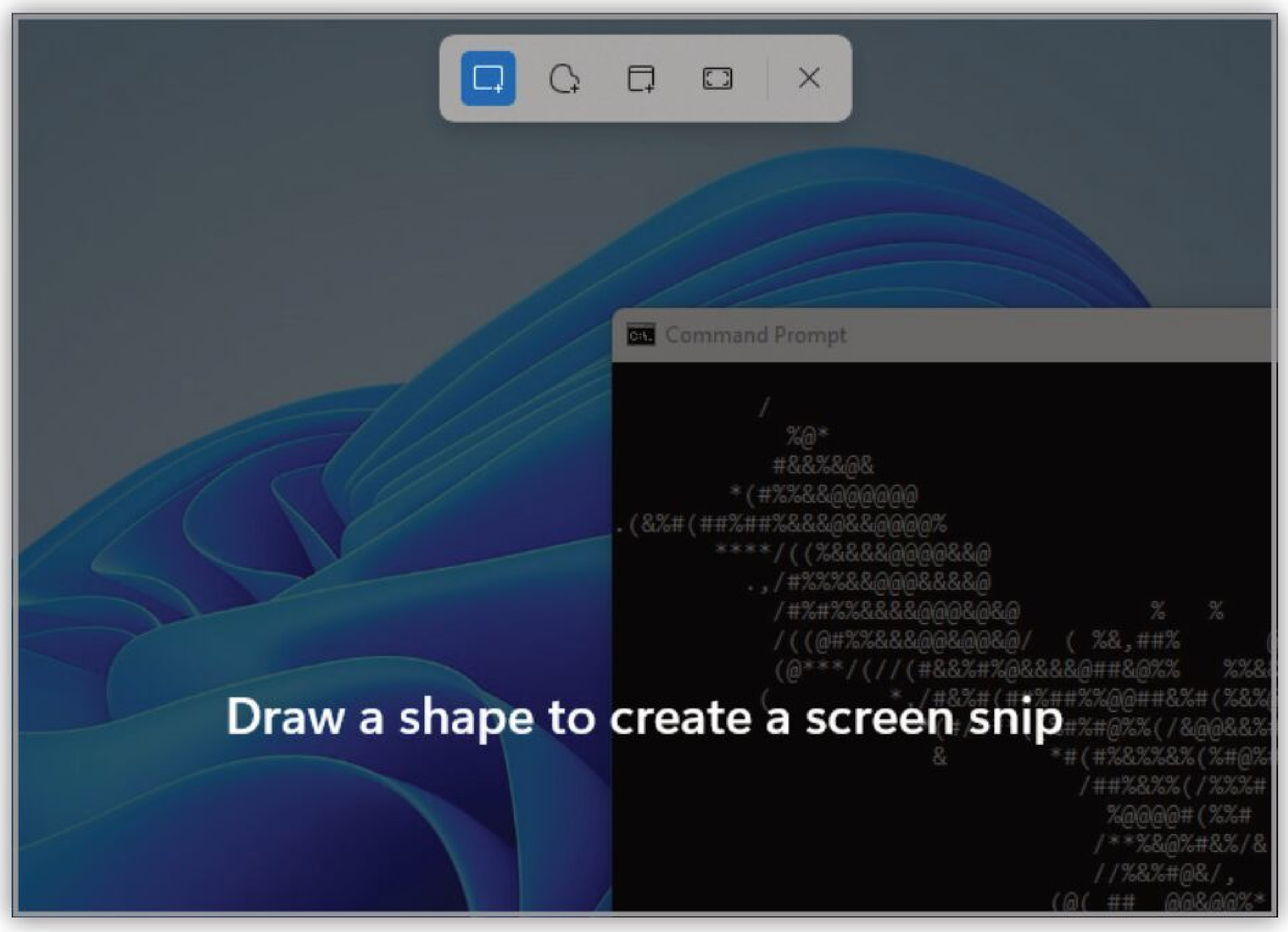
Step 1 To open the Snipping Tool, you can click on the Windows Start button and type 'snip', then click on the Snipping Tool app as listed in the results. Or, you can press the Windows Logo Key + Shift + S to start a new Snip.


snipping Tool
All
Apps
Documents
Web
More
Best match
Snipping Tool
App
Search the web
snip - See web results
Settings
Use the Print Screen key to launch screen snipping
Photos
snip1
Snipping Tool
App
Open
Take a new snip
New snip in 3 seconds
New snip in 10 seconds

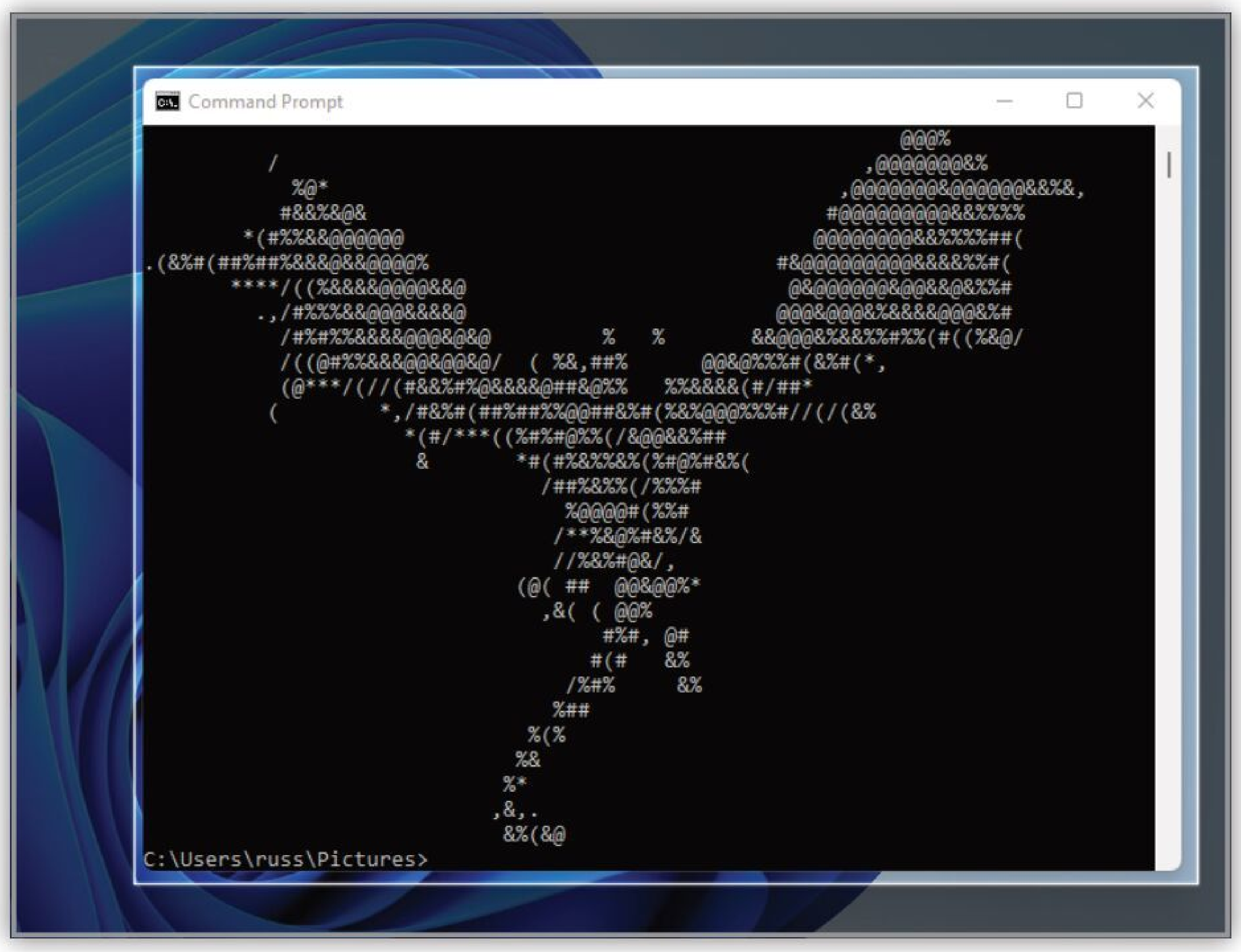
Step 2 As you will see, the Snipping Tool is a merger of the two former screenshot apps. To begin with, let's open something so we can take a screenshot of it. Remember to keep the Snipping Tool open in the background while you do this.


Command Prompt

Step 3 To take a Snip screenshot, click on the +New button in the Snipping Tool window. This will darken the screen, and display an overlay reading 'Draw a shape to create a screen snip'. There are some options at the top of the screen, which represent the shape of the area you want to snip.

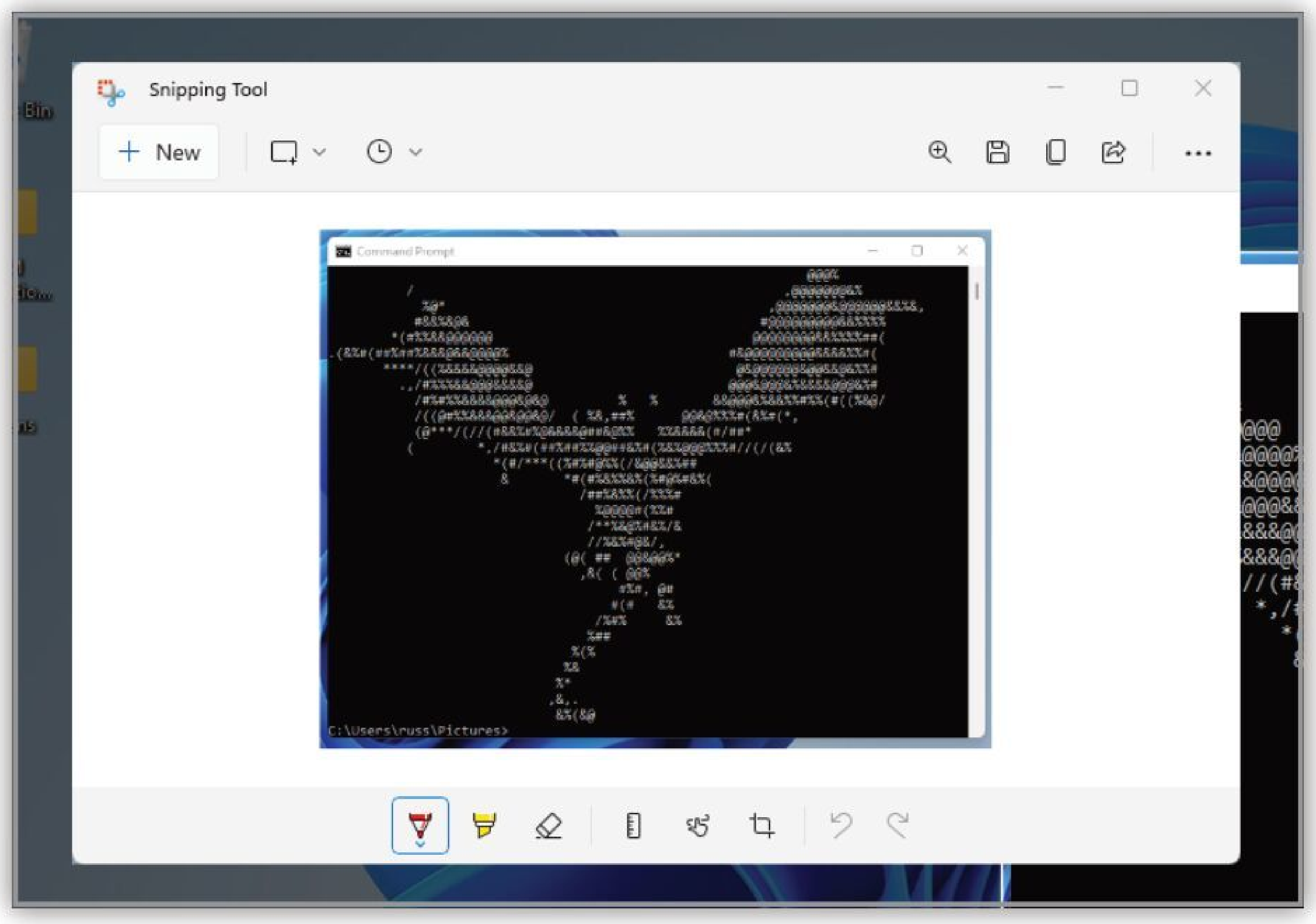

Command Prompt
Draw a shape to create a screen snip

Step 4 Now, using the mouse, and assuming we're opting for the default shape of a rectangle, draw around the area where you want the screenshot to capture. Press and hold the left mouse button while you draw, and release it when you're done.

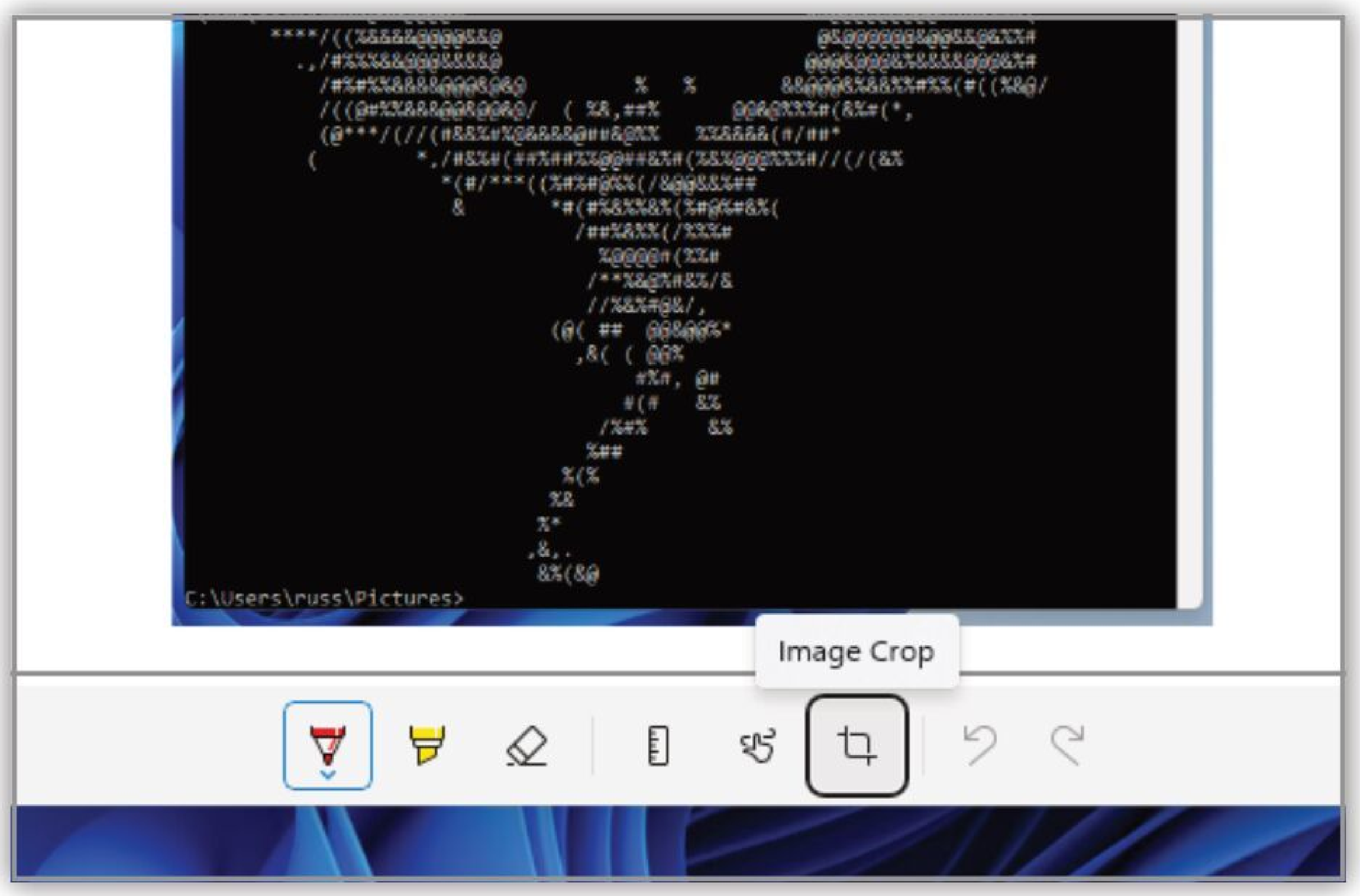

Command Prompt

```
C:\Users\russ\Pictures>
```

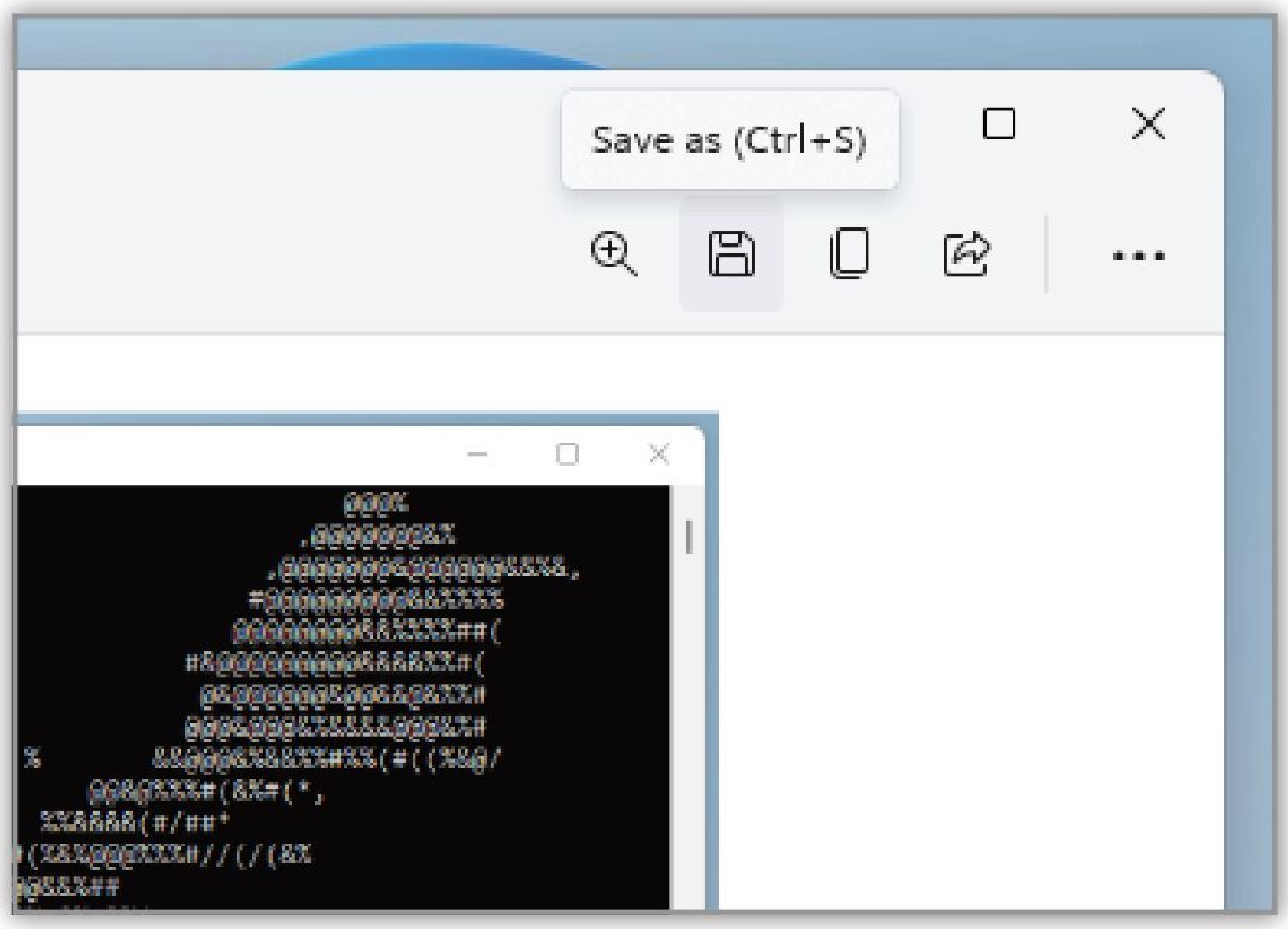
Step 5 The screen area you are capturing will be highlighted – which means it simply returns that portion of the screen back to its normal colours. This is the area that will be made available to the Snipping Tool.


Snipping Tool
New
Command Prompt
C:\Users\russ\Pictures>

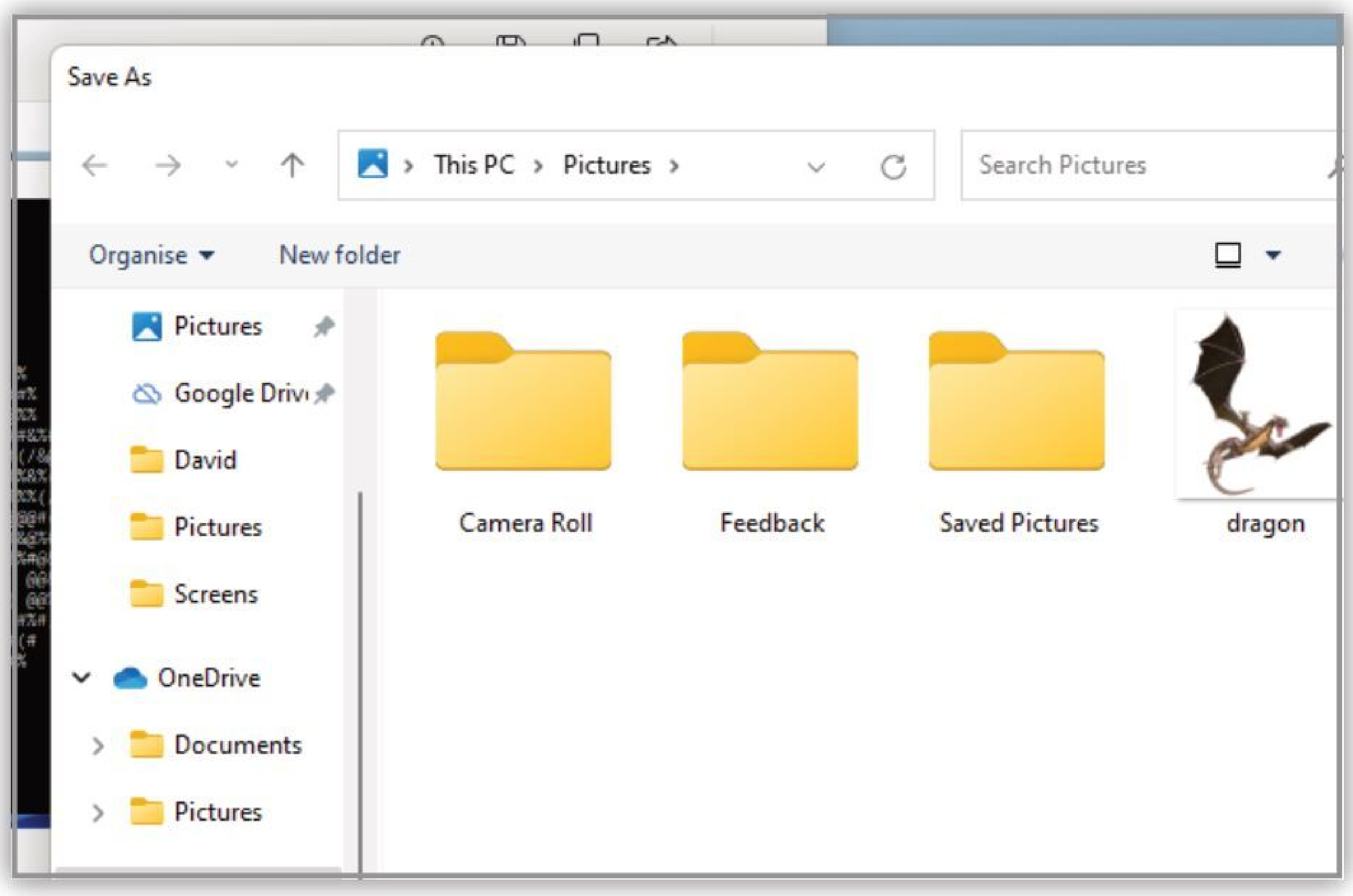
Step 6 There are a number of options available along the bottom of the Snipping Tool window to further edit the screenshot. From left to right, you'll find: Ballpoint Pen, Highlighter, Eraser, Ruler, Touch Writing, Crop, Undo and Redo.


C:\Users\russ\Pictures>
Image Crop

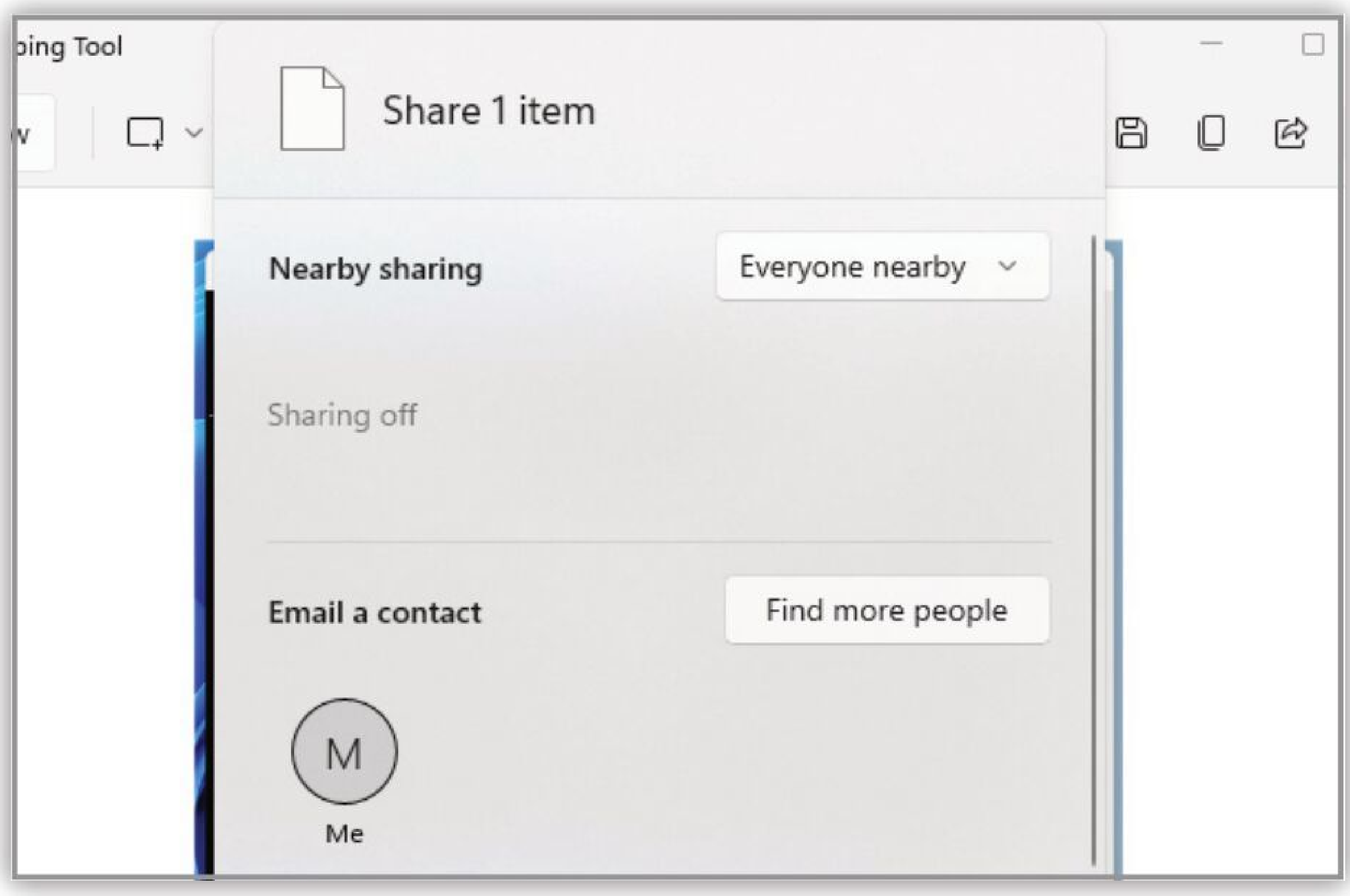
Step 7 There are also options along the top-right of the Snipping Tool window: Zoom, Save As, Copy and Share. The top-left options will have you create a New snip, change the Shape of the snipped area and create a Time Delay for when the snip will take place.


Save as (Ctrl+S)

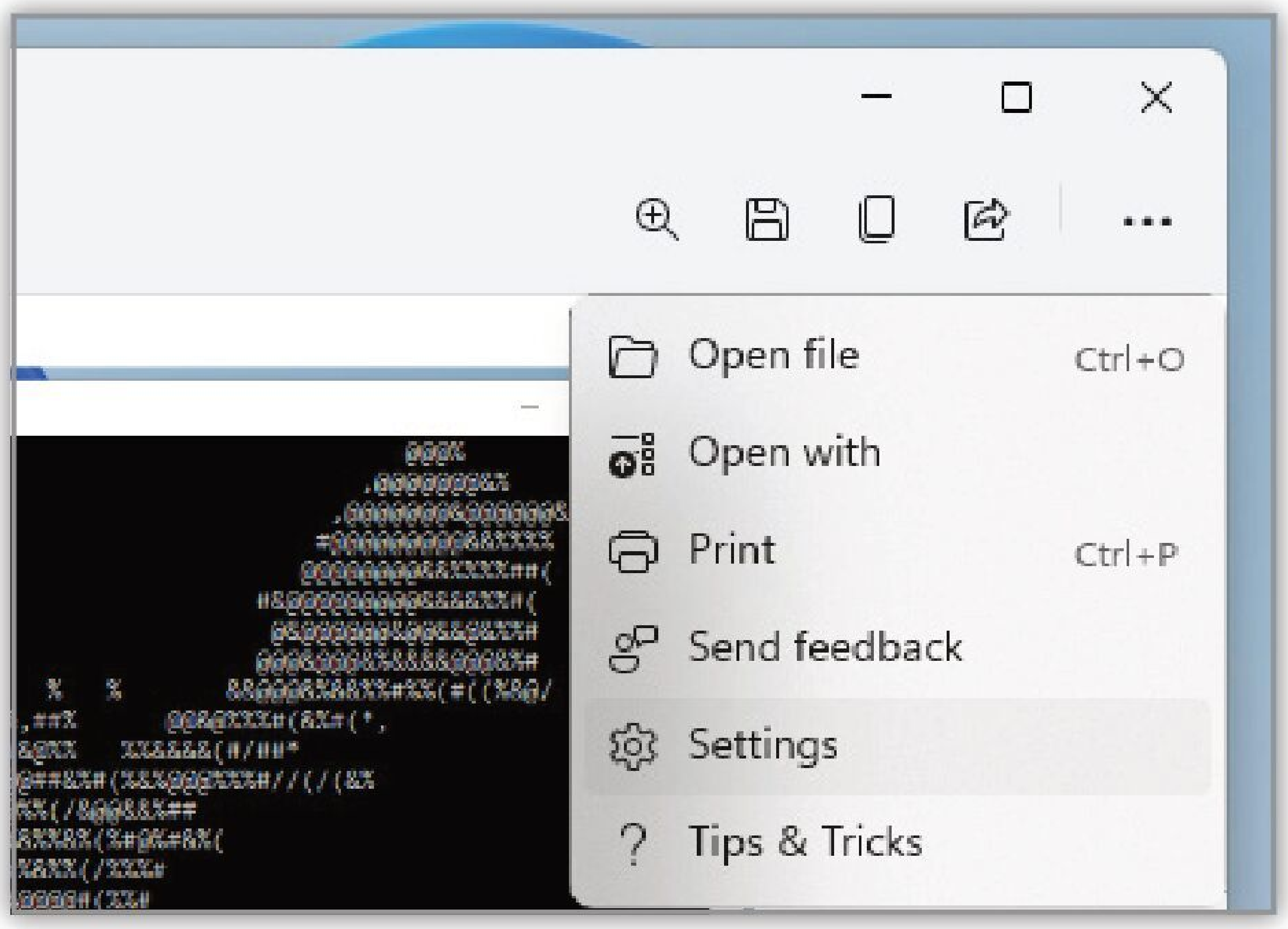
Step 8 Save the captured screenshot by clicking on the Save As button, located in the top-right of the Snipping Tool window. This will open a familiar File Manager window, where you can locate a folder or area to save the image. You can save images as PNG, JPG or GIF.


Save As
This PC
Pictures
Search Pictures
Organise
New folder
Pictures
Google Drive
David
Pictures
Screens
OneDrive
Documents
Pictures
Camera Roll
Feedback
Saved Pictures
dragon

Step 9 The Share option will enable you to send the captured image as a file to a number of different sources. You can utilise Nearby Sharing, send it as an Email or share it via an installed app – such as Mail or Teams.


Share 1 item
Nearby sharing
Everyone nearby
Sharing off
Email a contact
Find more people
M
Me

Step 10 Clicking on the three dots in the upper-right of the Snipping Tool window will open a sub-menu where you can open files, print, send feedback and call upon tips and tricks from the Microsoft website. There's also a Settings option, which allows to further enhance the Snipping Tool experience.


Open file Ctrl+O
Open with
Print Ctrl+P
Send feedback
Settings
Tips & Tricks

Installing a Printer in Windows 11

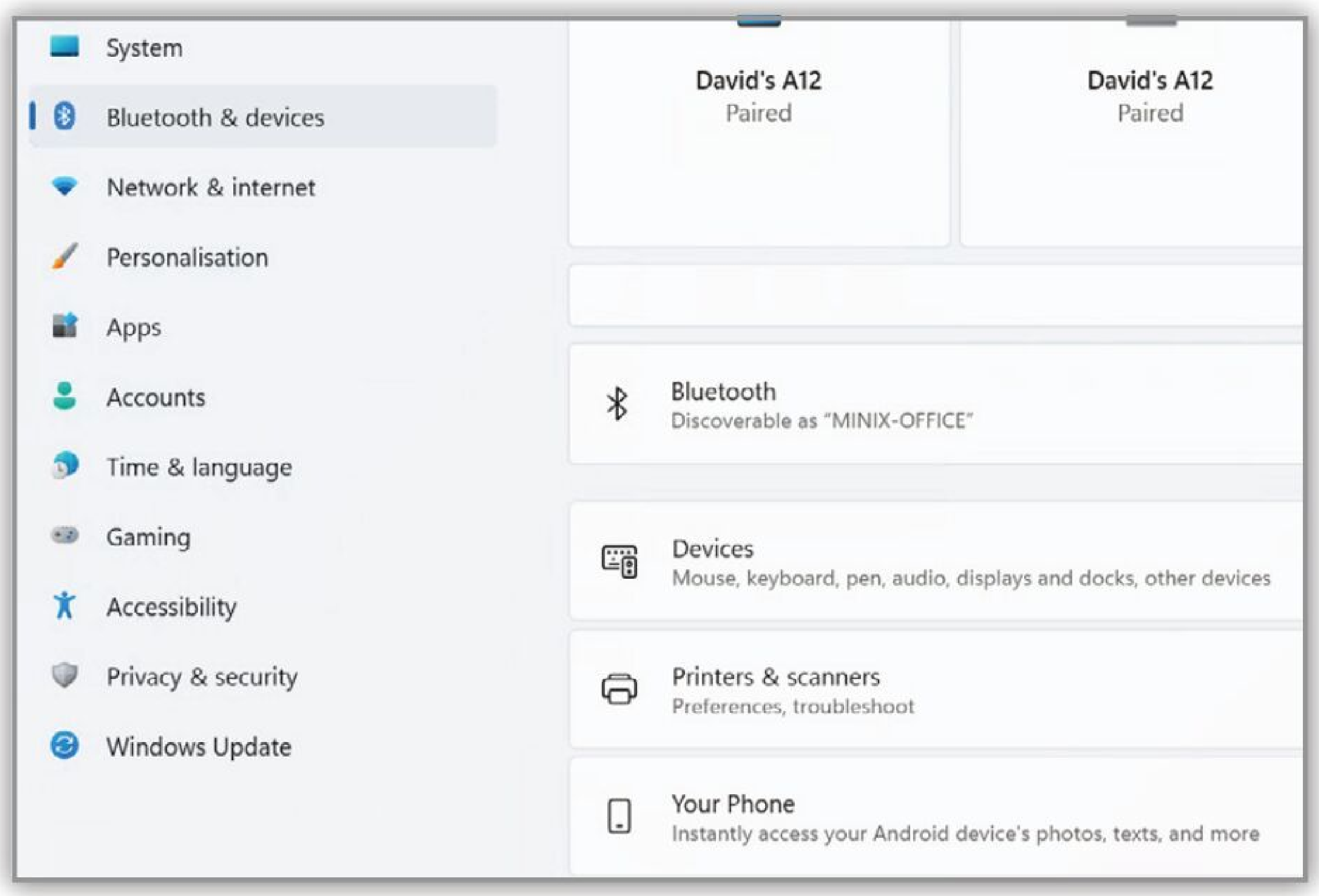
When you connect a printer to your PC or add a new one to your home network, you can usually start printing straight away. Windows 11 supports most printers, so you probably won't have to install special software. Here's how to install printers in Windows 11.

Install a Local Printer

A local printer simply means one that is physically connected to your laptop or desktop computer via a USB data cable, rather than being connected wirelessly.

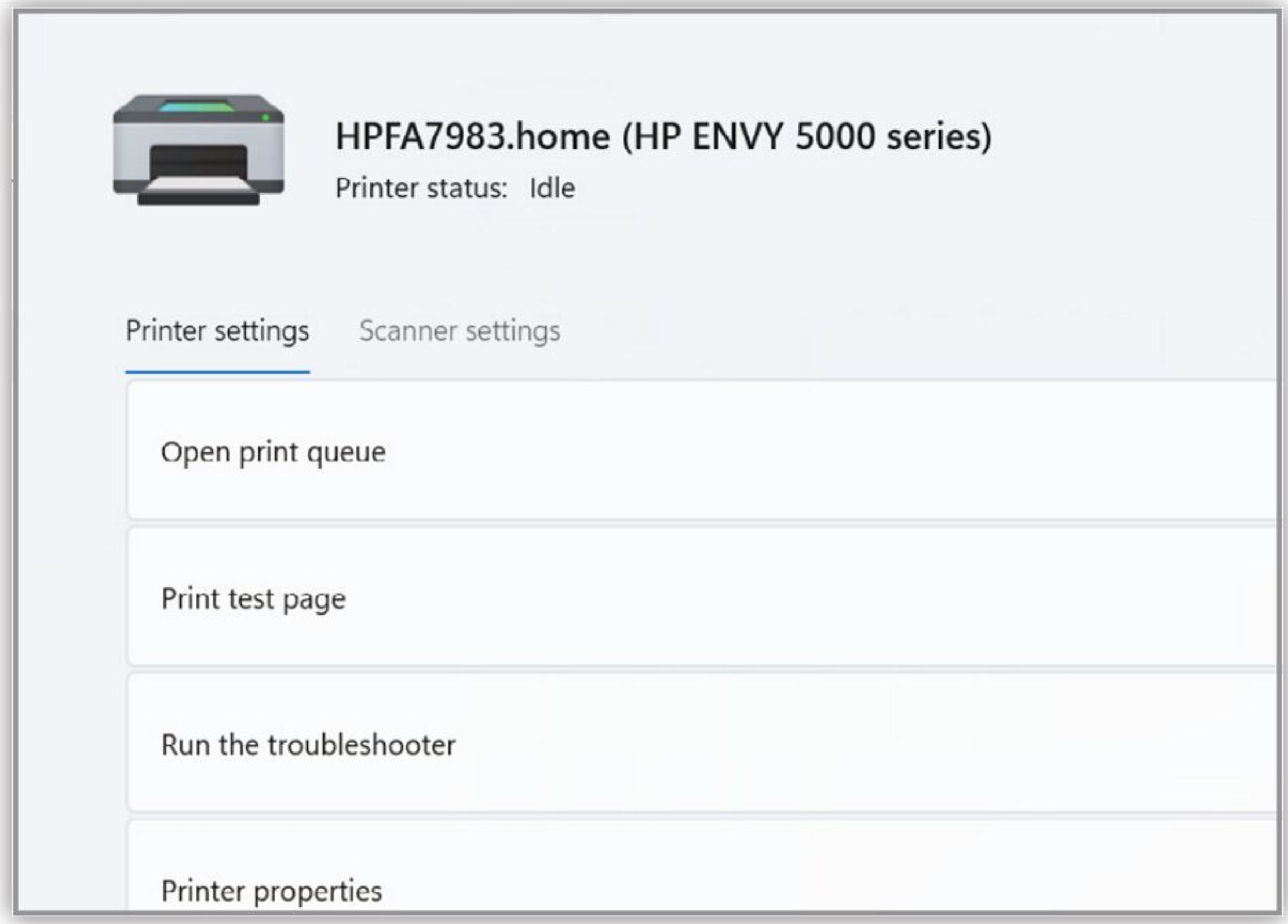
Step 1 In most cases, all you have to do to set up a printer is to connect it to your PC and let the plug and play software do its work. Plug the USB cable from your printer into an available USB port on your PC and turn the printer on. If nothing happens, try restarting your PC with the printer connected.

Step 2 If the printer does not set up automatically, you will need to do it yourself. Click the Start menu button and head into Settings. Look for Bluetooth & Devices from the list on the left-hand pane, and click it. Next, expand Printers & Scanners. You should see a list of available devices, hopefully with your printer's name shown.



System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
David's A12
Paired
David's A12
Paired
Bluetooth
Discoverable as "MINIX-OFFICE"
Devices
Mouse, keyboard, pen, audio, displays and docks, other devices
Printers & scanners
Preferences, troubleshoot
Your Phone
Instantly access your Android device's photos, texts, and more

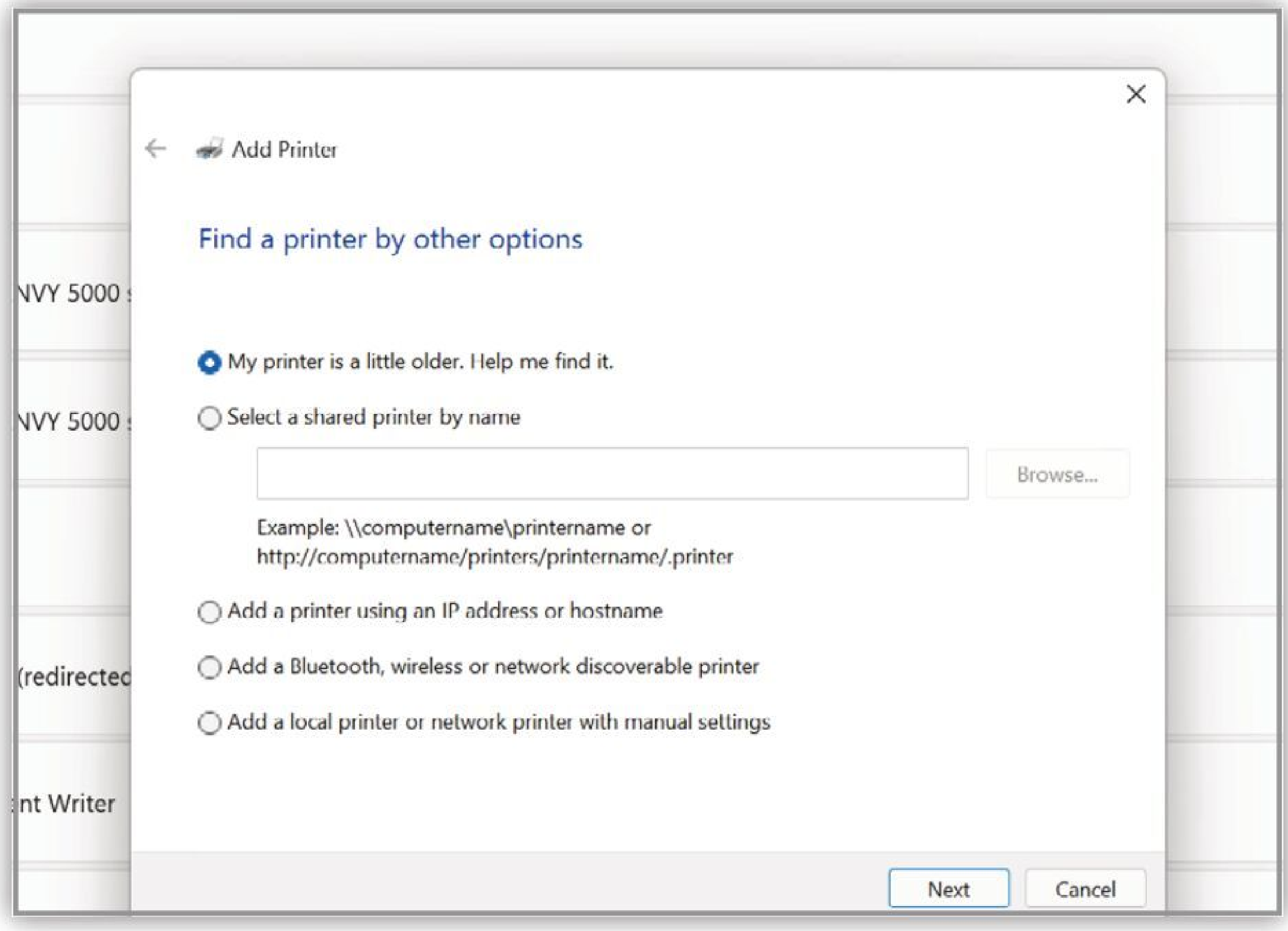
Step 3 If so, click on it and then click Add Printer. The printer should then be installed and ready to use. If you don't see your device in the list, click 'Add Device' and see if the scan finds it. If it still does not appear, click the 'Add Manually' link that appears with, 'The printer I want isn't listed'.



HPFA7983.home (HP ENVY 5000 series)
Printer status: Idle

Printer settings
Scanner settings
Open print queue
Print test page
Run the troubleshooter
Printer properties

Step 4 This opens a step-by-step tool that will show you how to find and install software for an older printer, or one which is not yet supported by drivers pre-installed with Windows 11. If that still fails, try going to the printer manufacturer's website and download an installer or drivers.



Add Printer

Find a printer by other options

● My printer is a little older. Help me find it.
○ Select a shared printer by name

Example: \\computername\printername or http://computername/printers/printername/.printer

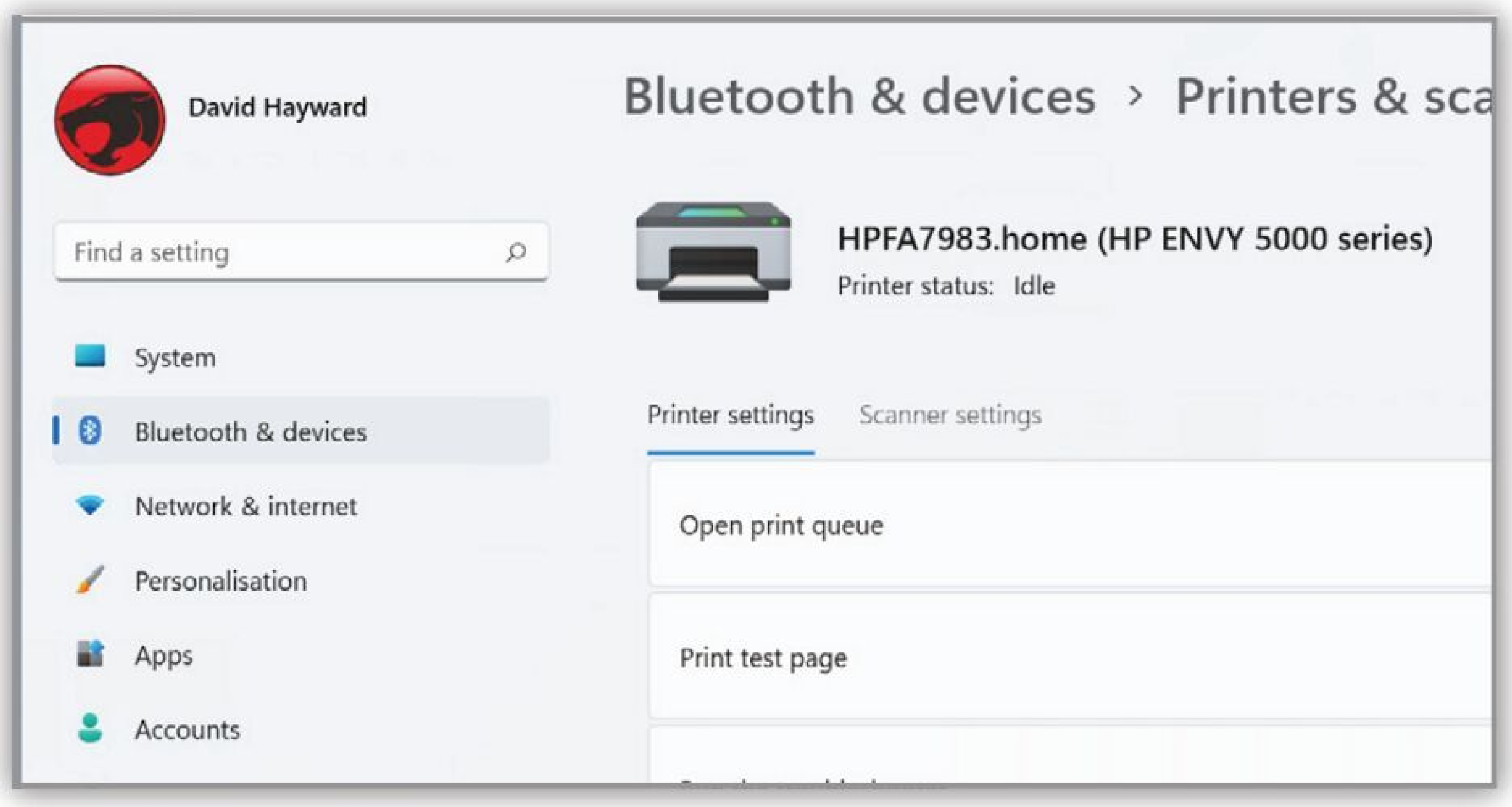
○ Add a printer using an IP address or hostname
○ Add a Bluetooth, wireless or network discoverable printer
○ Add a local printer or network printer with manual settings

Browse...
Next
Cancel
NVY 5000
NVY 5000
(redirected
nt Writer

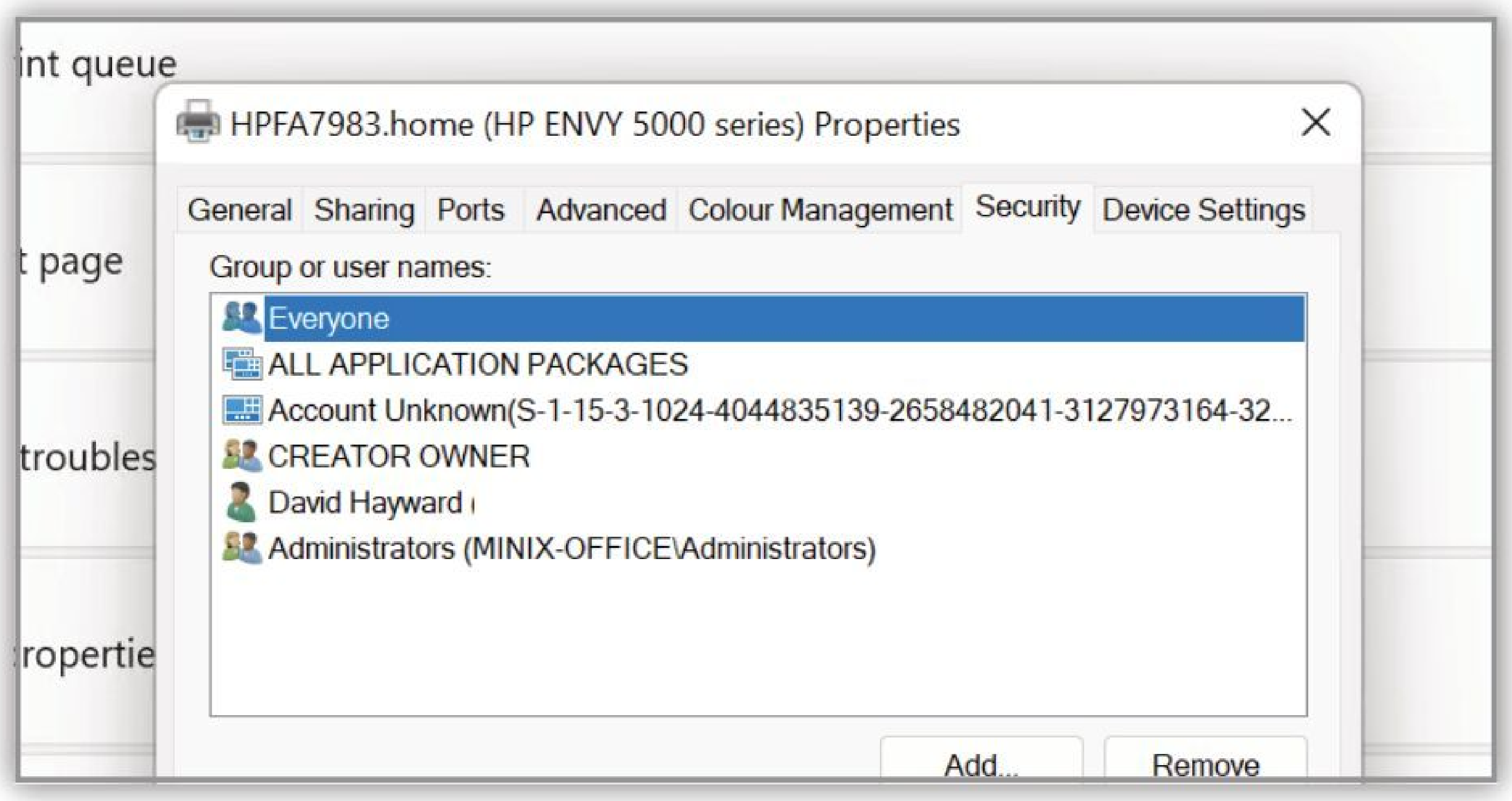
Install a Wireless Printer

A wireless printer is one that is connected via Wi-Fi, Bluetooth or by means other than a USB data cable. This can also include a printer connected to another PC on the network.

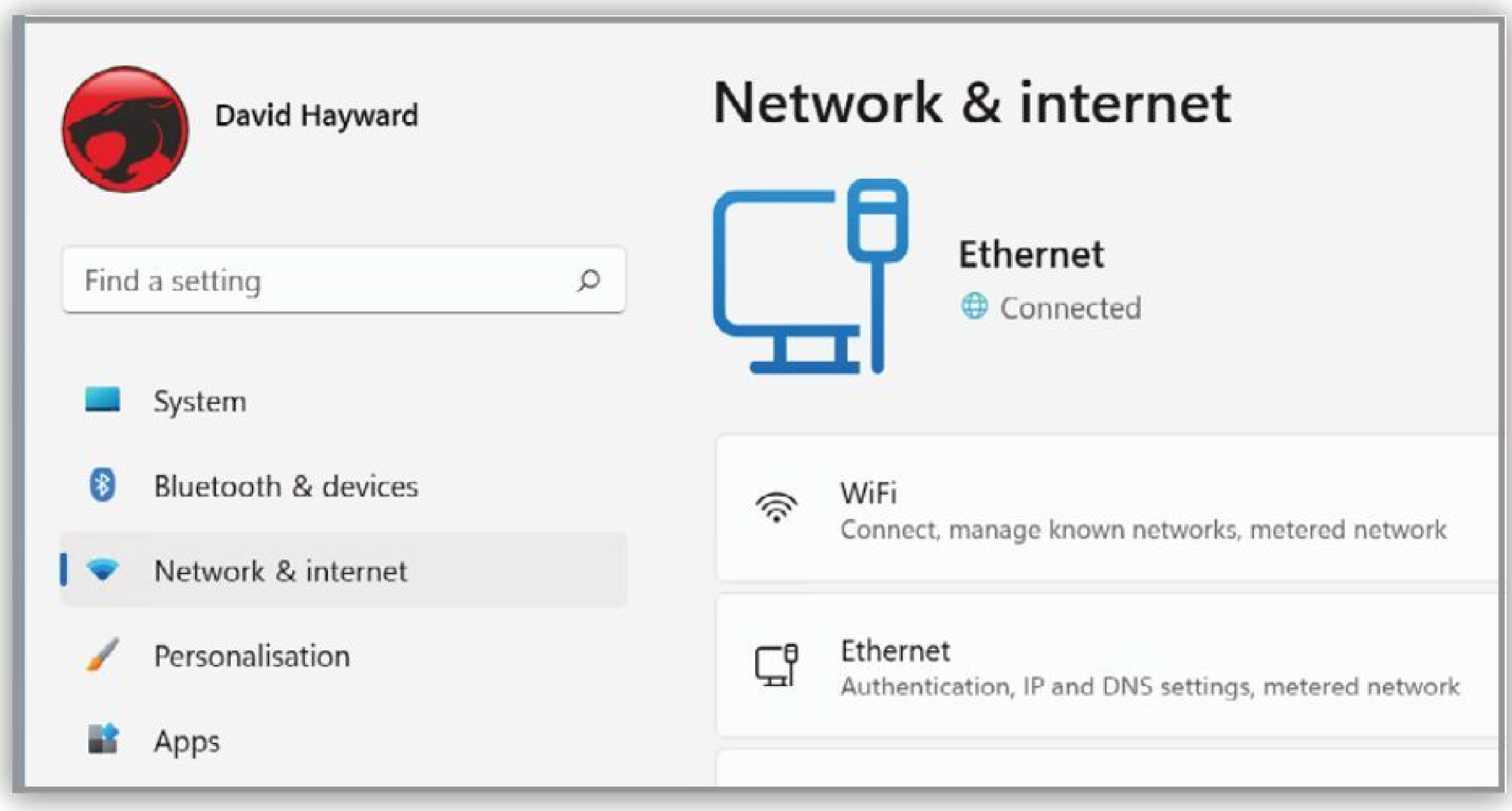
Step 1 Open the settings, followed by Bluetooth & Devices, then Printer & Scanners. Look for your printer in the list of available devices and if it is there, click on it and then click 'Add Device'. If your printer is switched on and connected to the network, Windows 11 should find it easily.


David Hayward
Bluetooth & devices › Printers & sca
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
HPFA7983.home (HP ENVY 5000 series)
Printer status: Idle
Printer settings
Scanner settings
Open print queue
Print test page

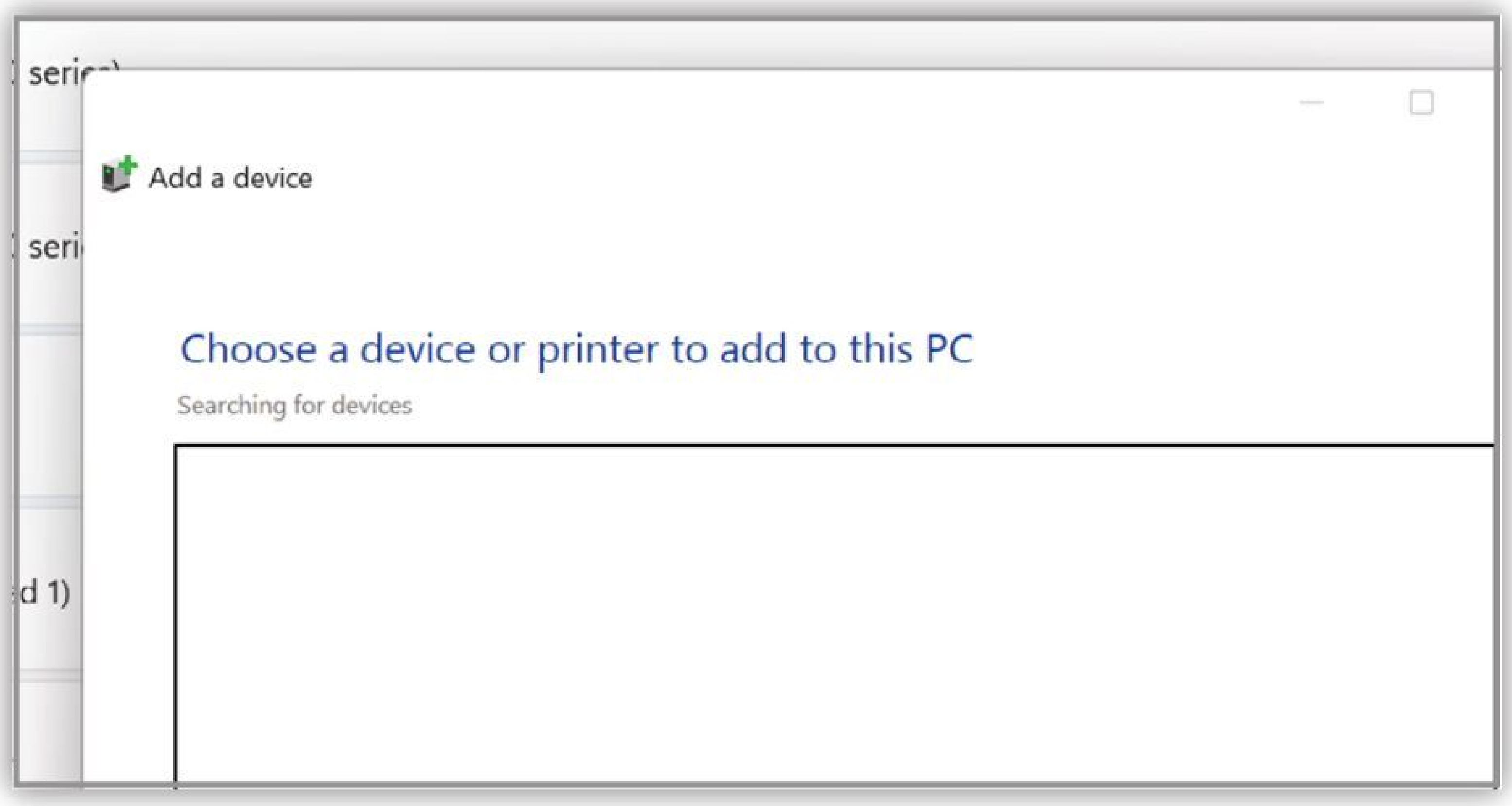
Step 2 Available printers can include all such devices on a network, such as Bluetooth and wireless printers or those that are plugged into another computer and shared on the network. You might need permission to install some printers, depending on the type of network you are connected to.


int queue
t page
troubles
ropertie
HPFA7983.home (HP ENVY 5000 series) Properties
General
Sharing
Ports
Advanced
Colour Management
Security
Device Settings
Group or user names:
Everyone
ALL APPLICATION PACKAGES
Account Unknown(S-1-15-3-1024-4044835139-2658482041-3127973164-32...
CREATOR OWNER
David Hayward
Administrators (MINIX-OFFICE\Administrators)
Add...
Remove

Step 3 If you use wireless access points, extenders or multiple wireless routers with separate SSIDs, you'll need to ensure that you're connected to the same network as the printer for your PC to find and install it. If the printer does not appear in the list you may need to add it manually.


David Hayward
Network & internet
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Ethernet
Connected
WiFi
Connect, manage known networks, metered network
Ethernet
Authentication, IP and DNS settings, metered network

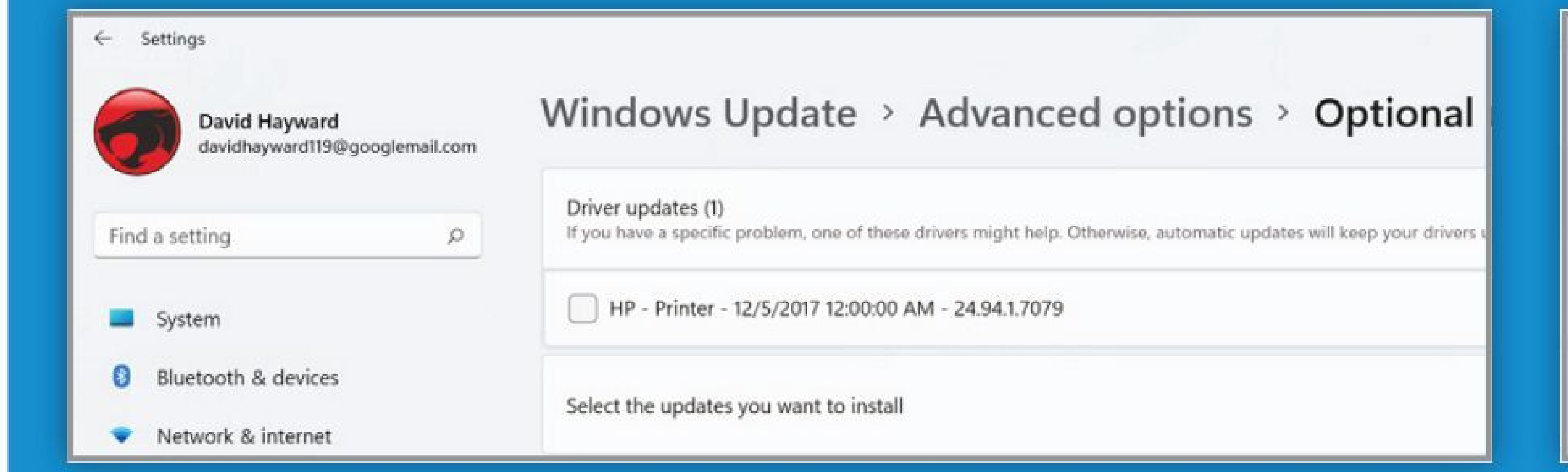
Step 4 Click on the 'Add Manually' link when 'The printer I want isn't listed' appears. This opens a tool that will show you, step-by-step, how to find and install software for an older printer, or one which is not supported by Windows 11 drivers. If this fails, try looking for the software on the manufacturer's website.


Add a device
Choose a device or printer to add to this PC
Searching for devices

Common Printer Problems

Printers are getting easier and easier to install, thanks to plug and play software, but if you are having problems do these two things first.

Check for Old Drivers Most printers require driver software to work properly. If you recently upgraded from one version of Windows to another, it's possible that the current printer driver is for the previous version of Windows and may not work (or work well) with Windows 11. Check Windows Update for new drivers.

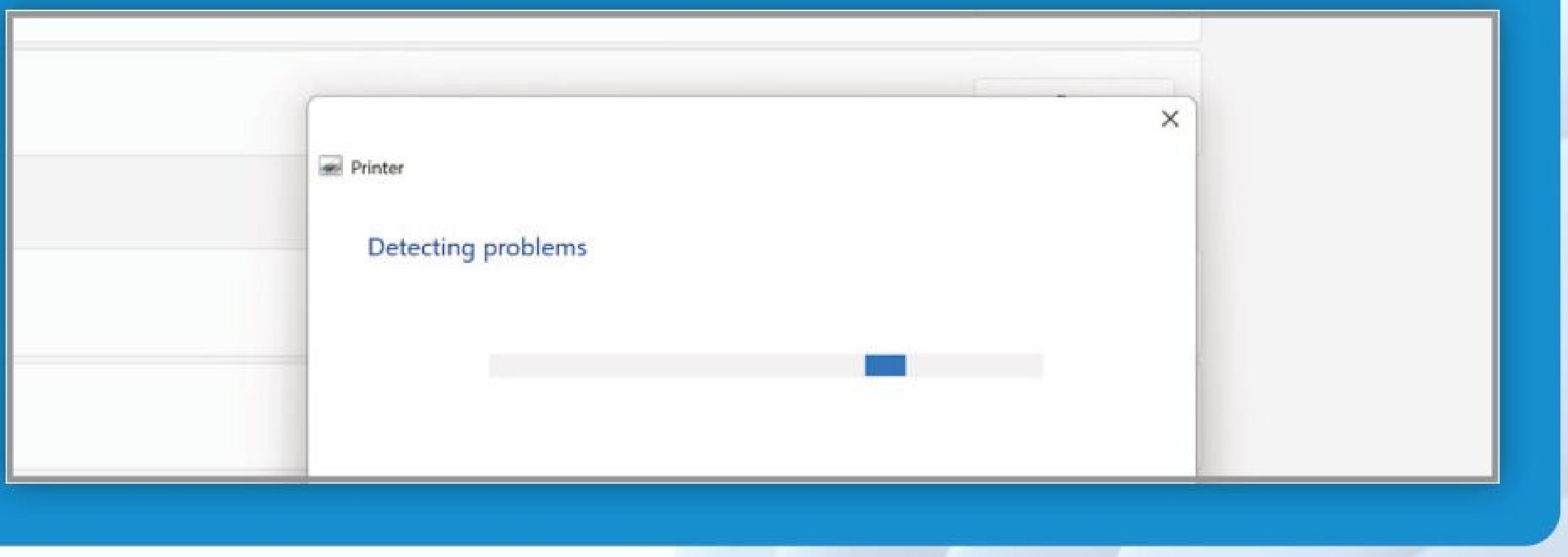

Settings
David Hayward
davidhayward119@googlemail.com
Find a setting
System
Bluetooth & devices
Network & internet
Windows Update › Advanced options › Optional

Driver updates (1)
If you have a specific problem, one of these drivers might help. Otherwise, automatic updates will keep your drivers

☐ HP - Printer - 12/5/2017 12:00:00 AM - 24.94.1.7079

Select the updates you want to install

Run the Troubleshooter Head in to settings > Update & Security > Troubleshoot and run the Printer Troubleshooter. You can also type 'Printing problem' into the search box, select the search result labelled 'Help from Microsoft' and then select the troubleshooter to download it.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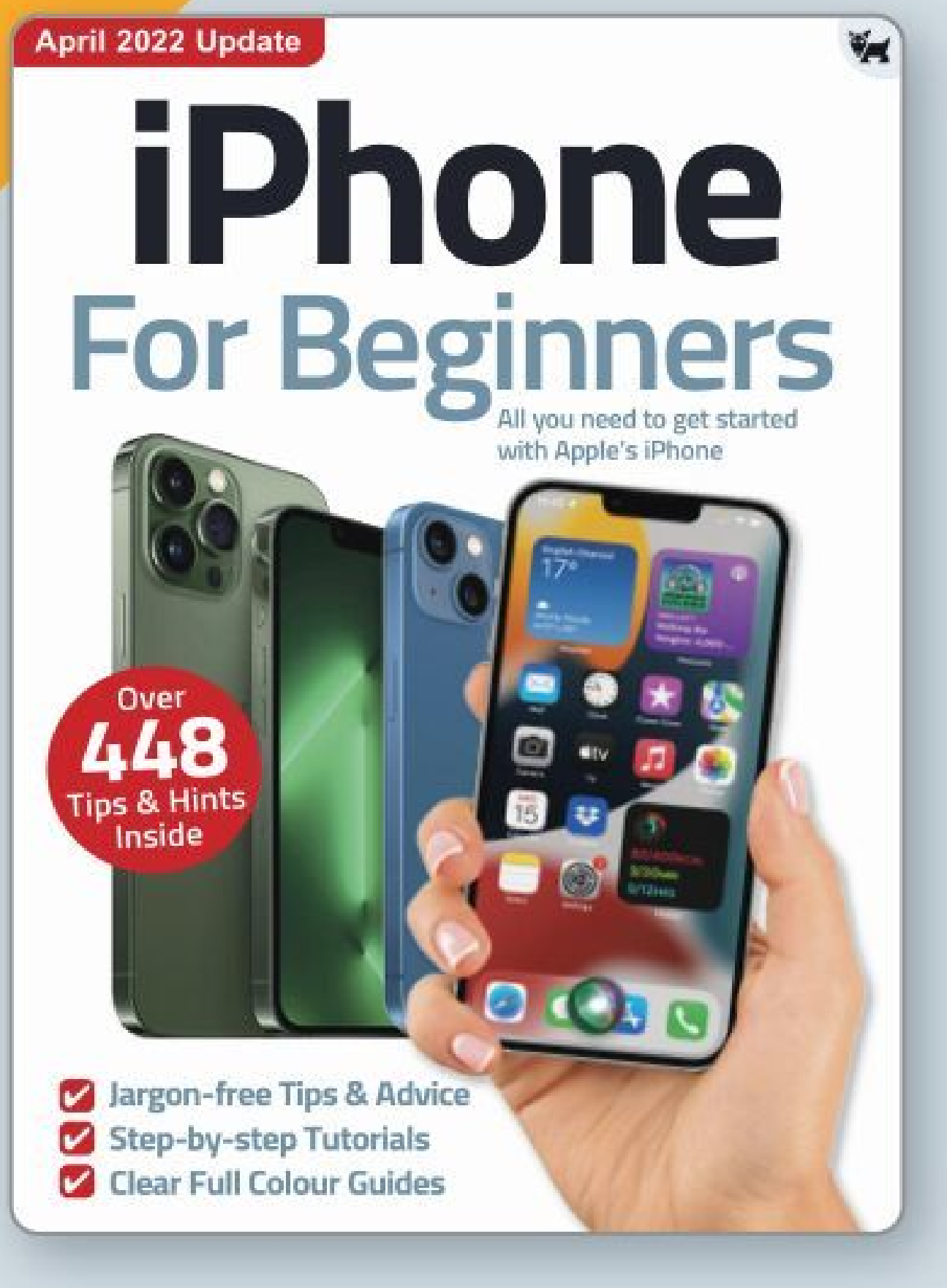
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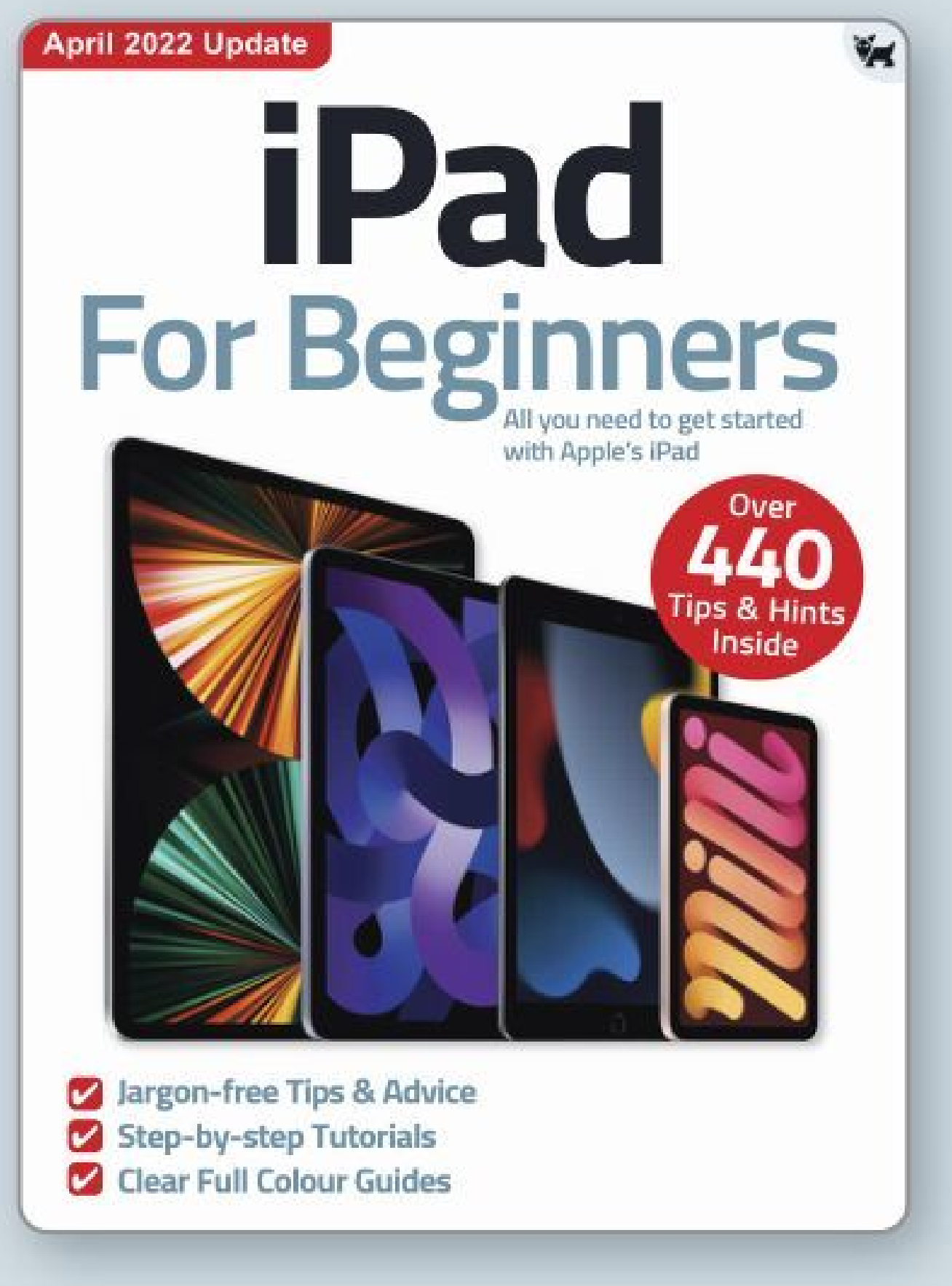
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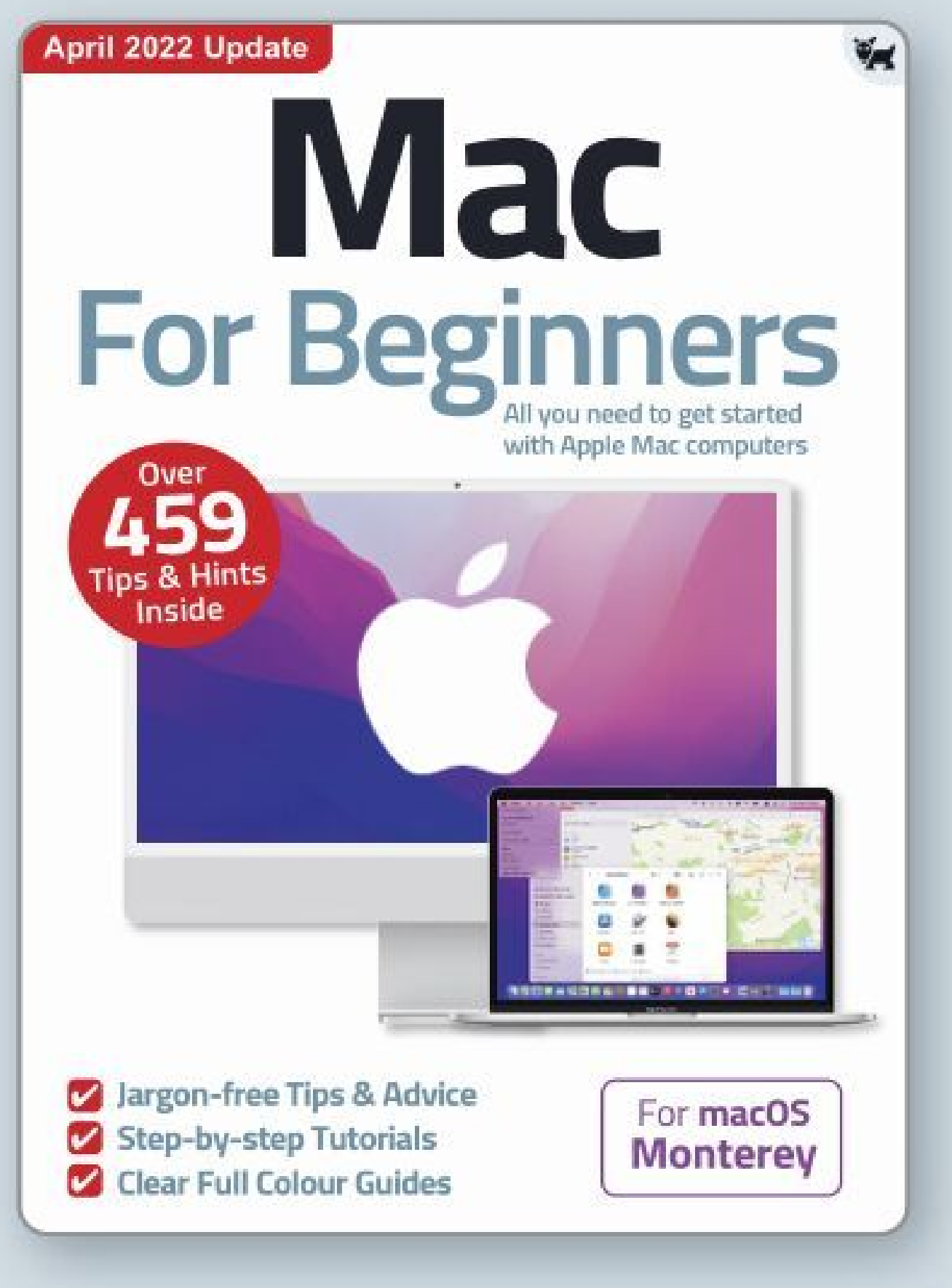
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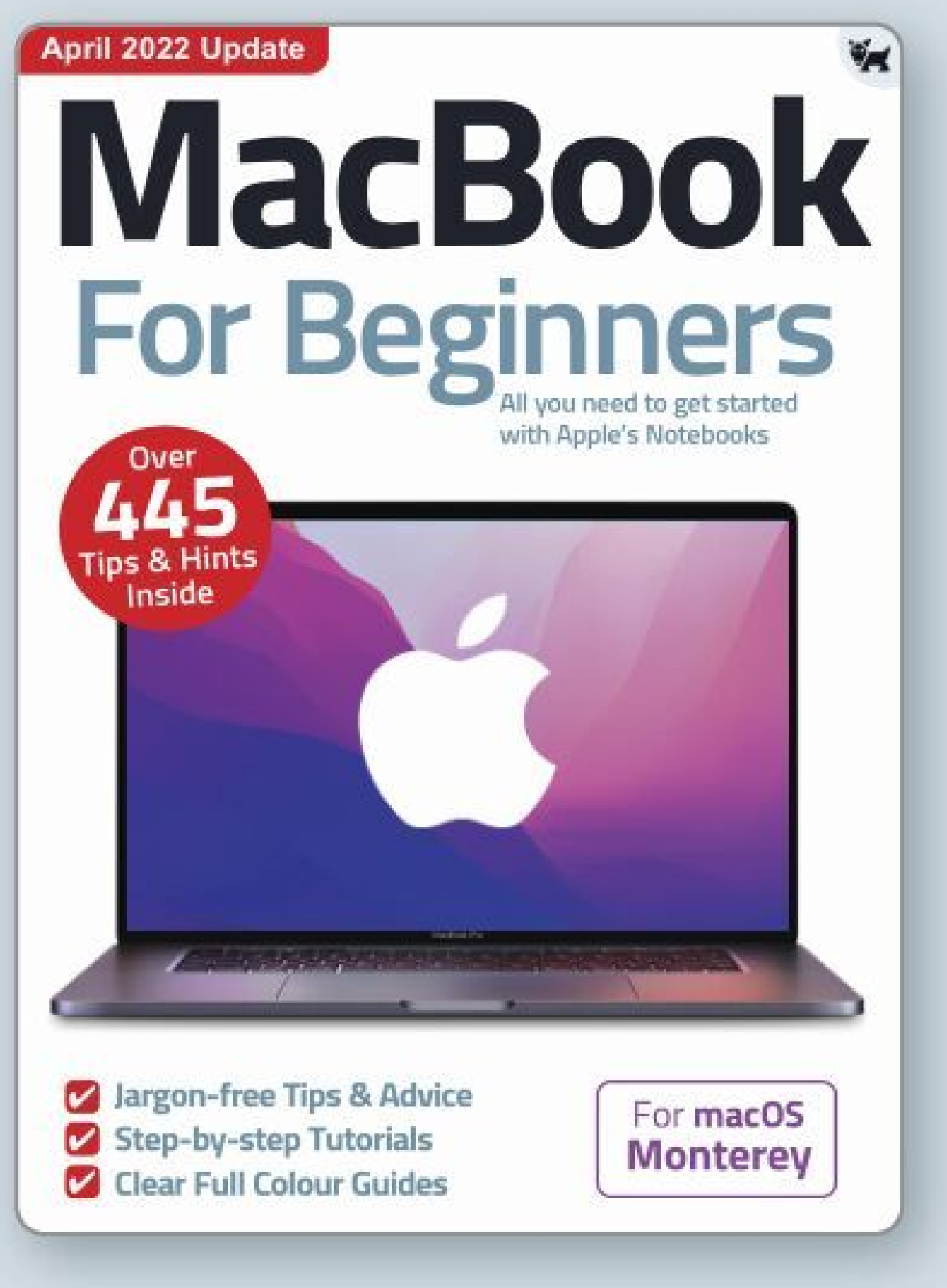
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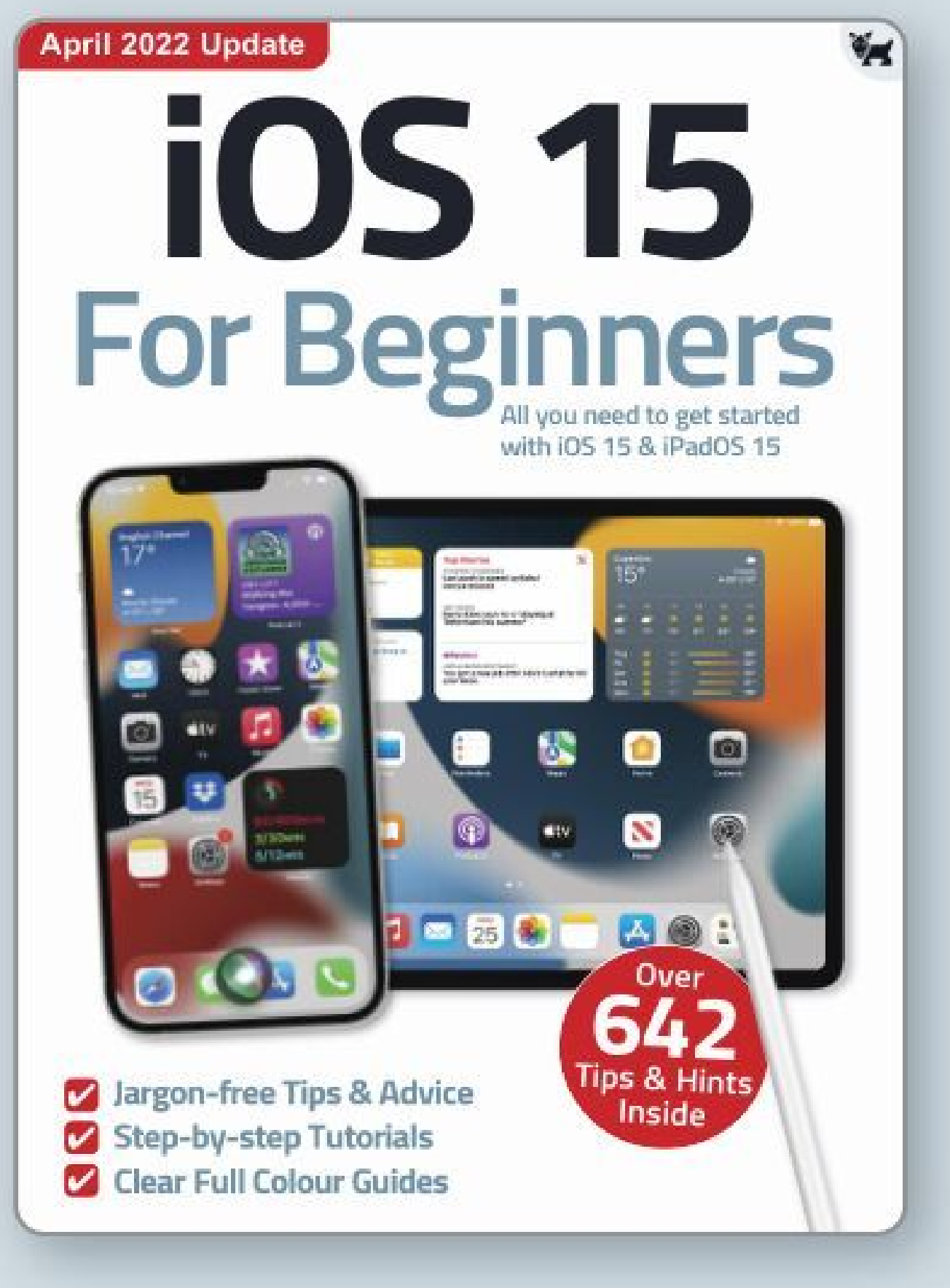
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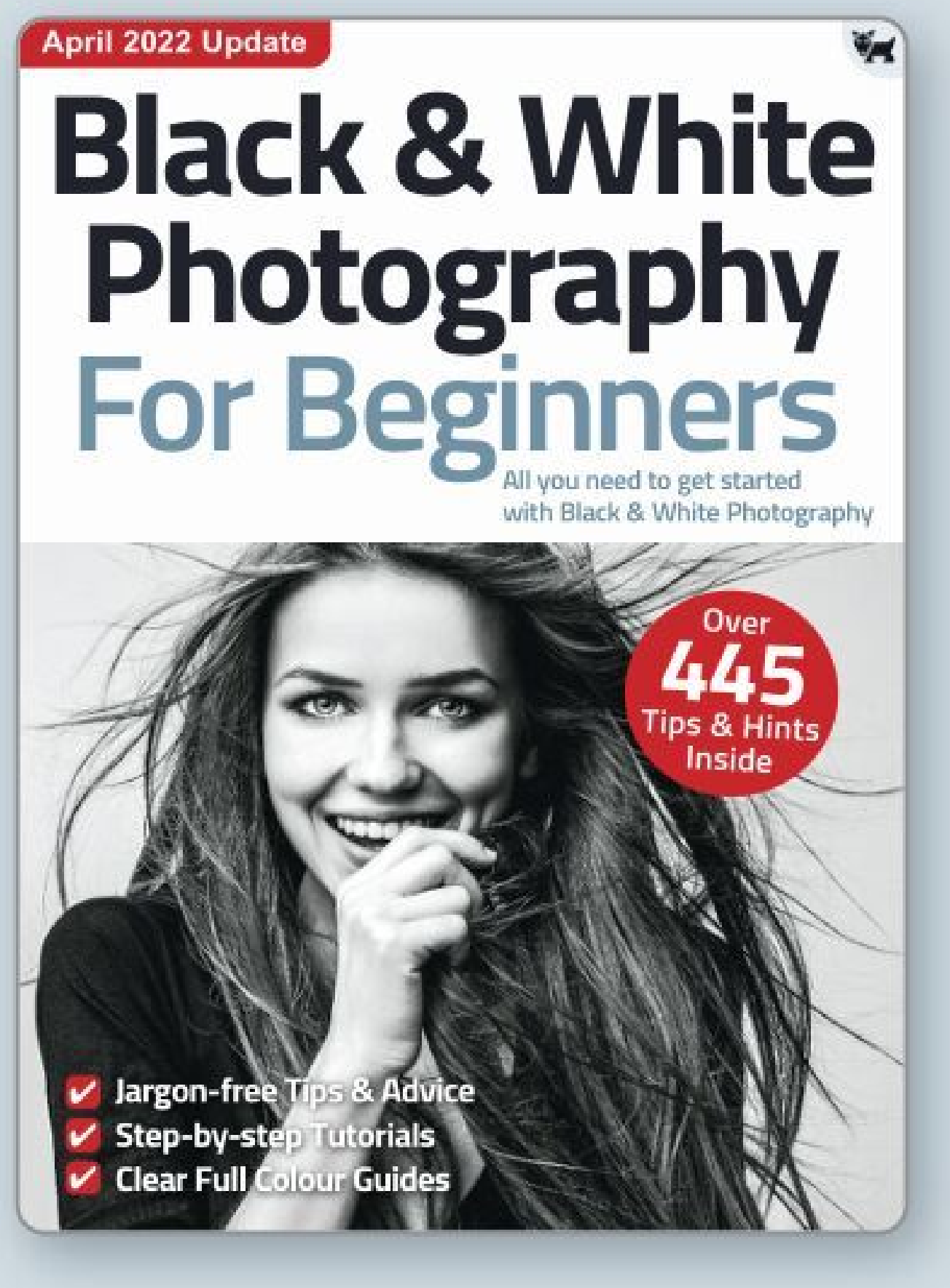
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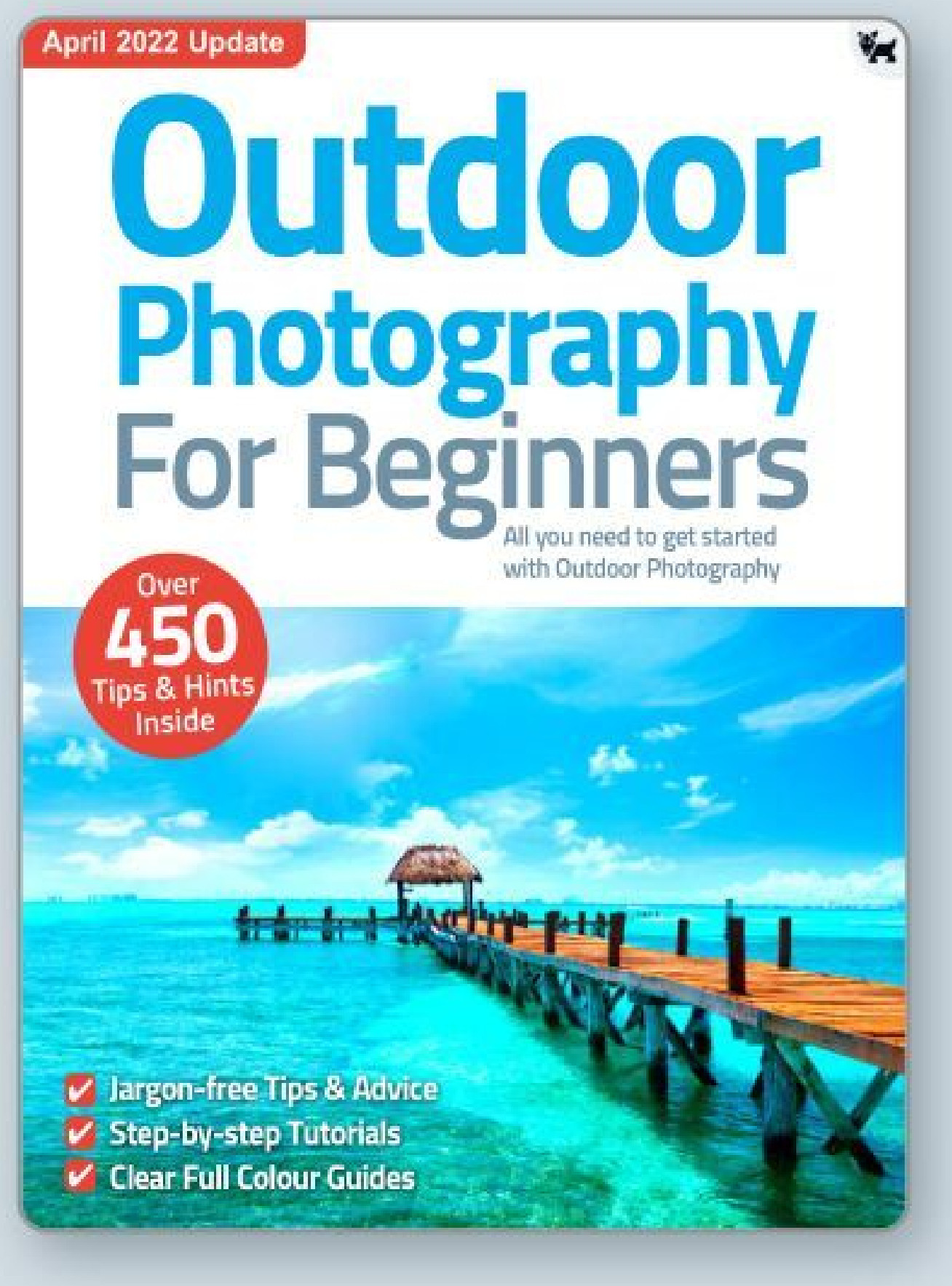
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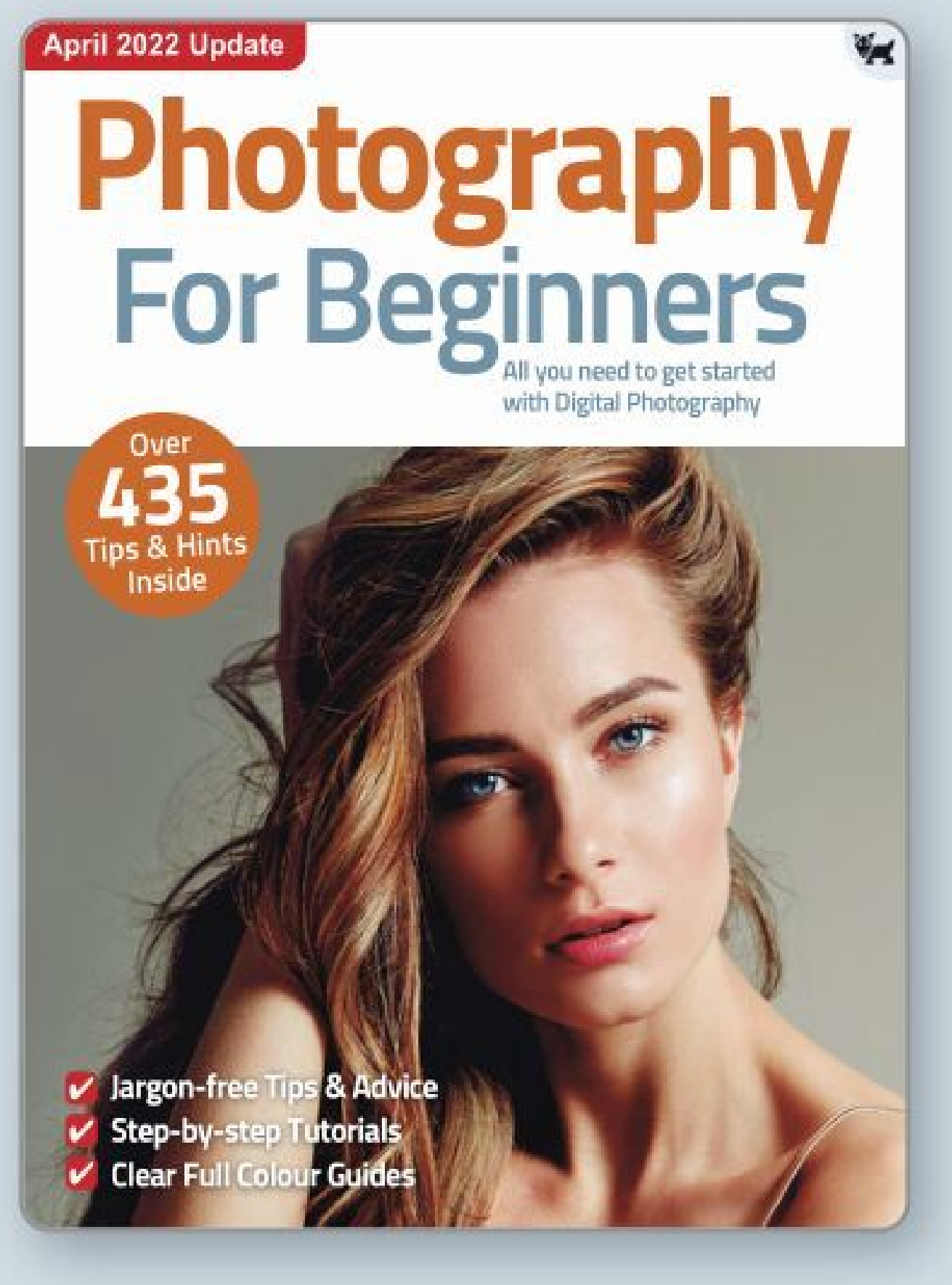
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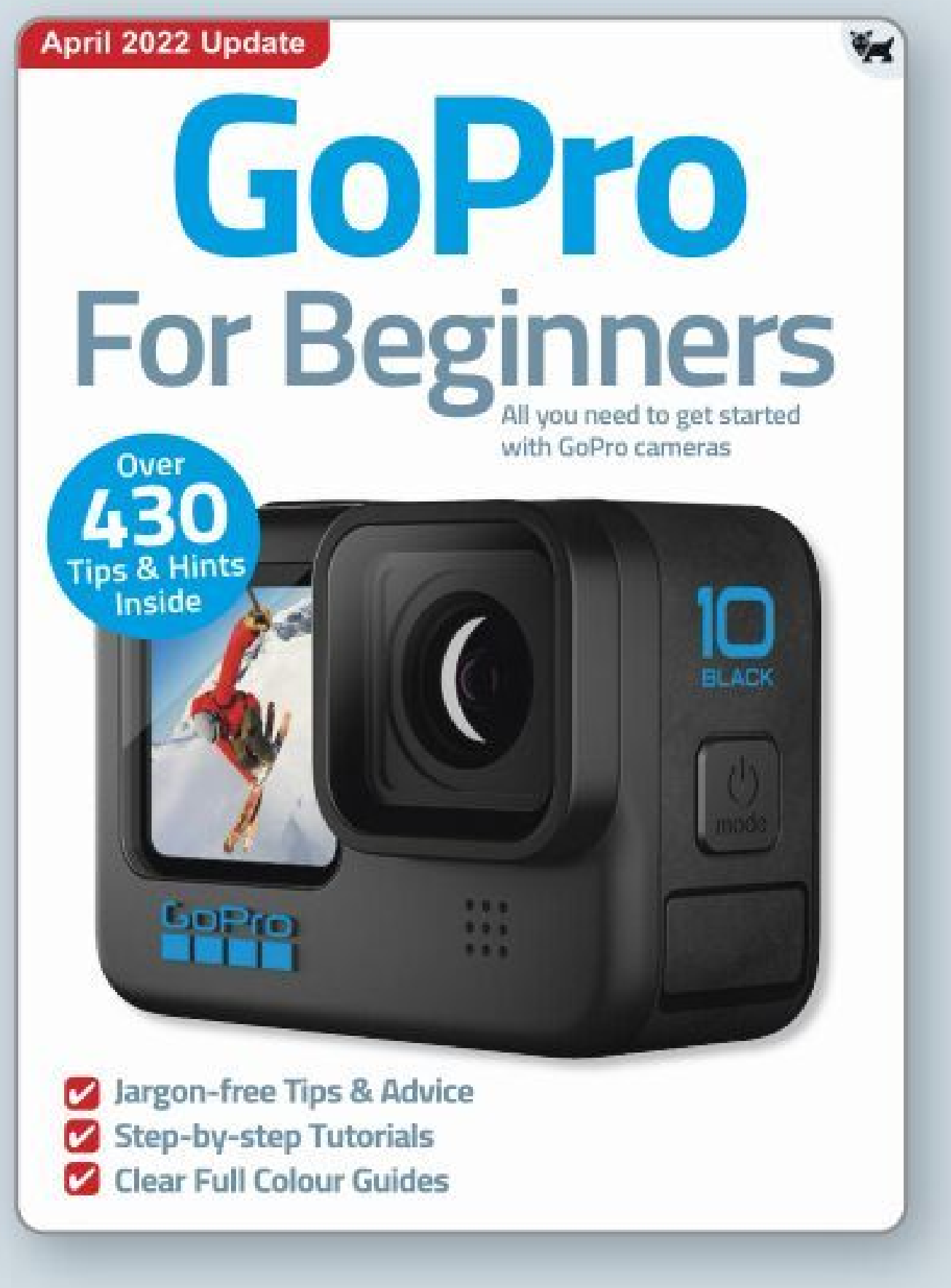
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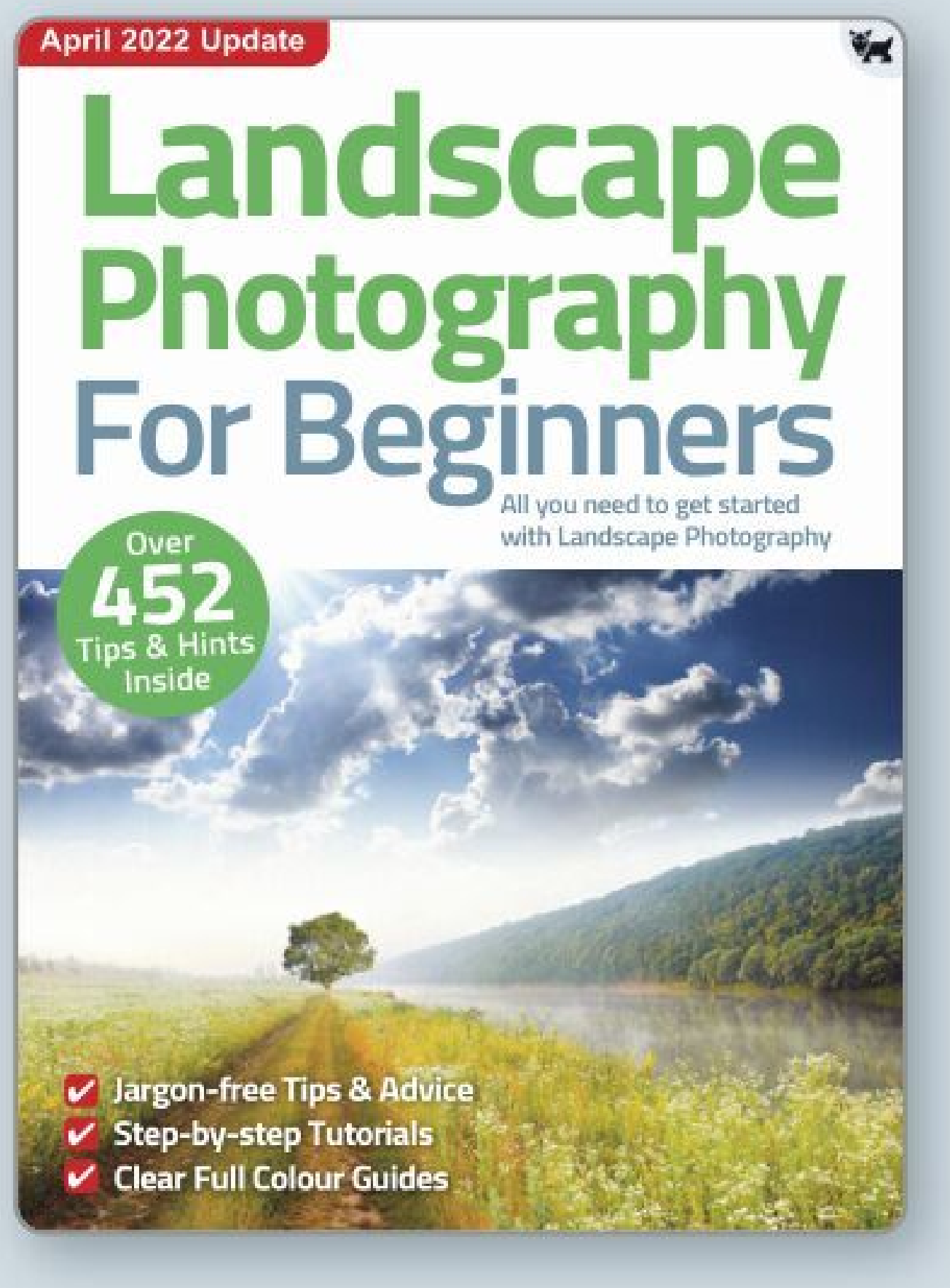
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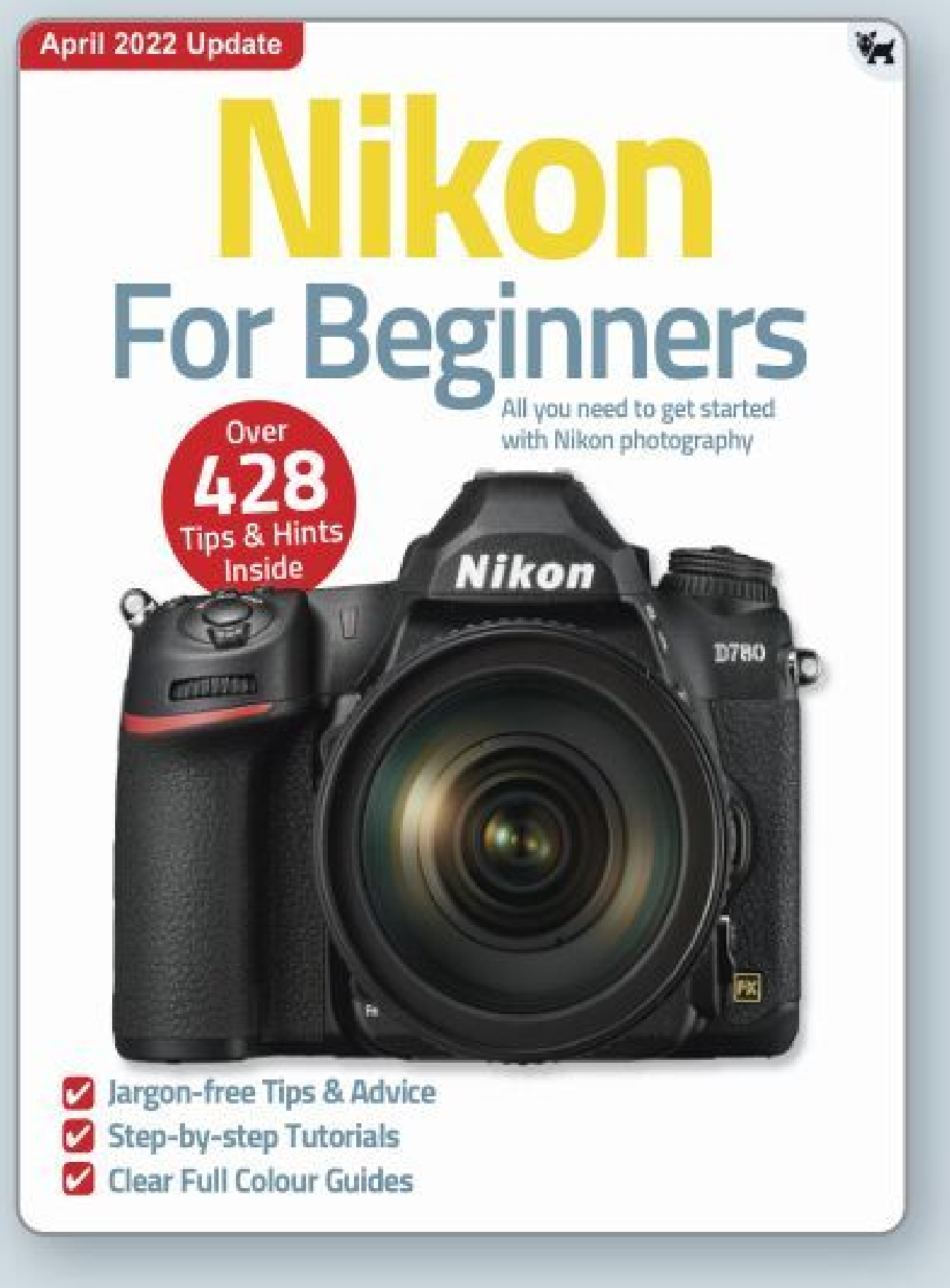
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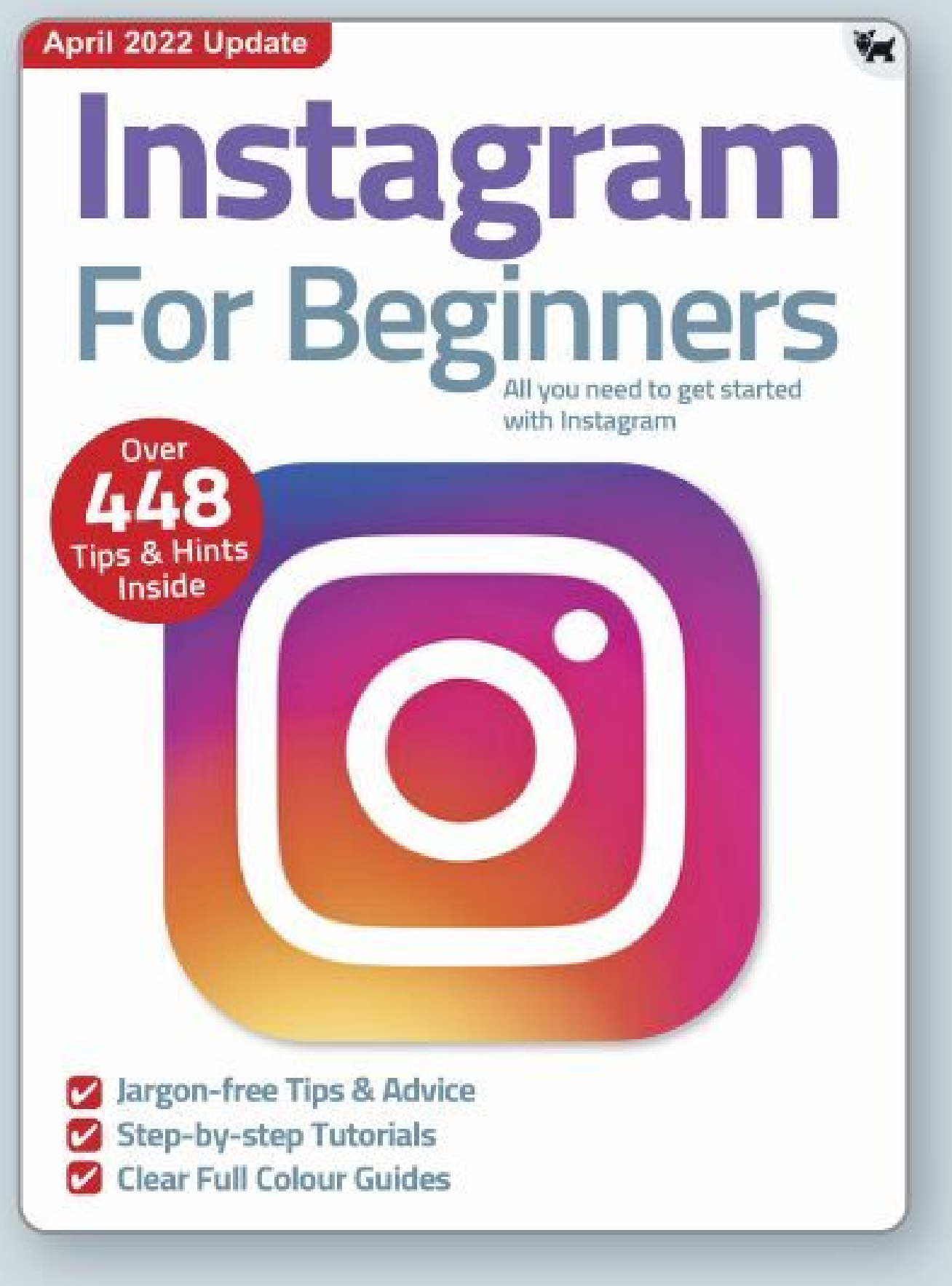
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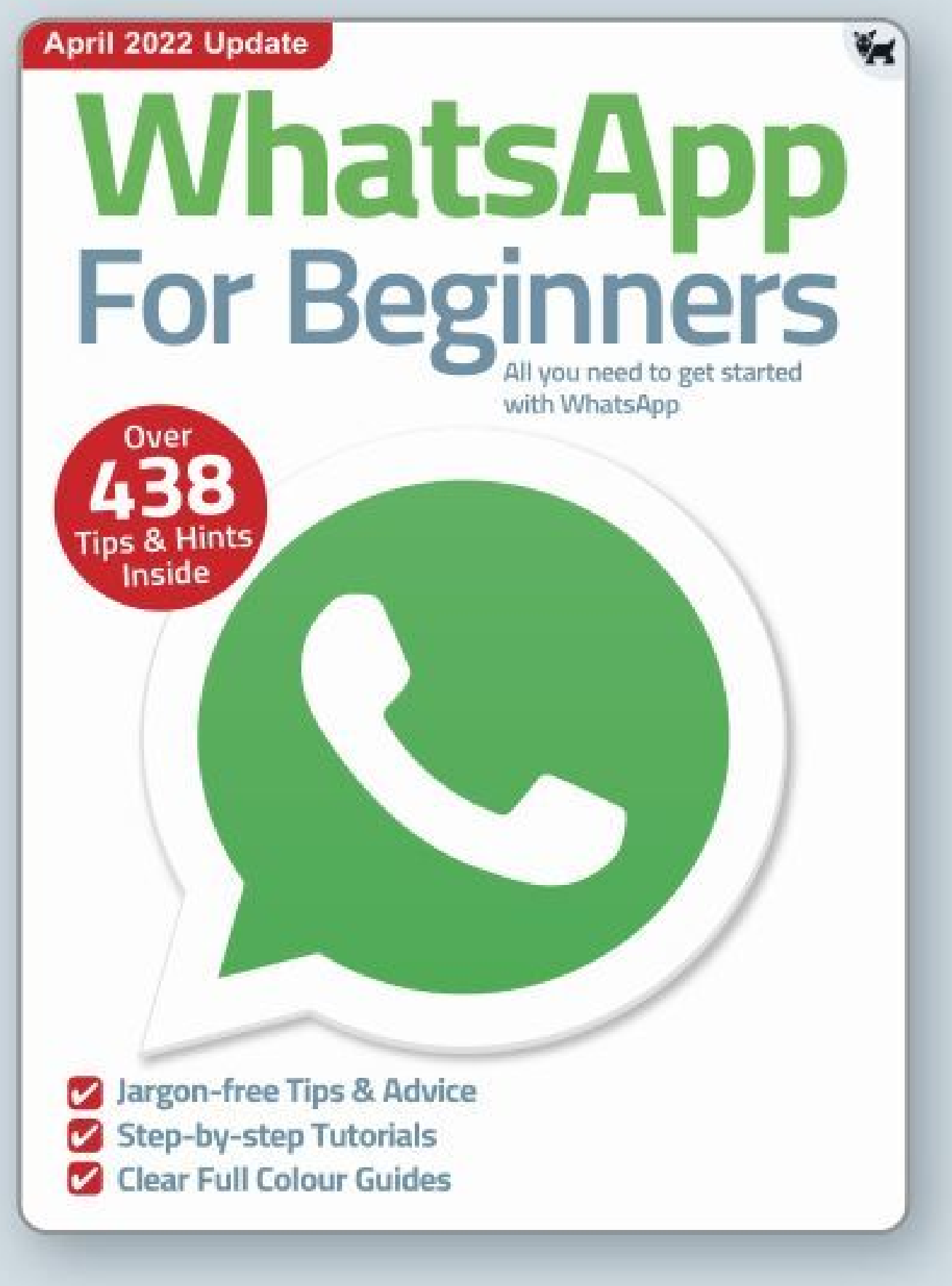
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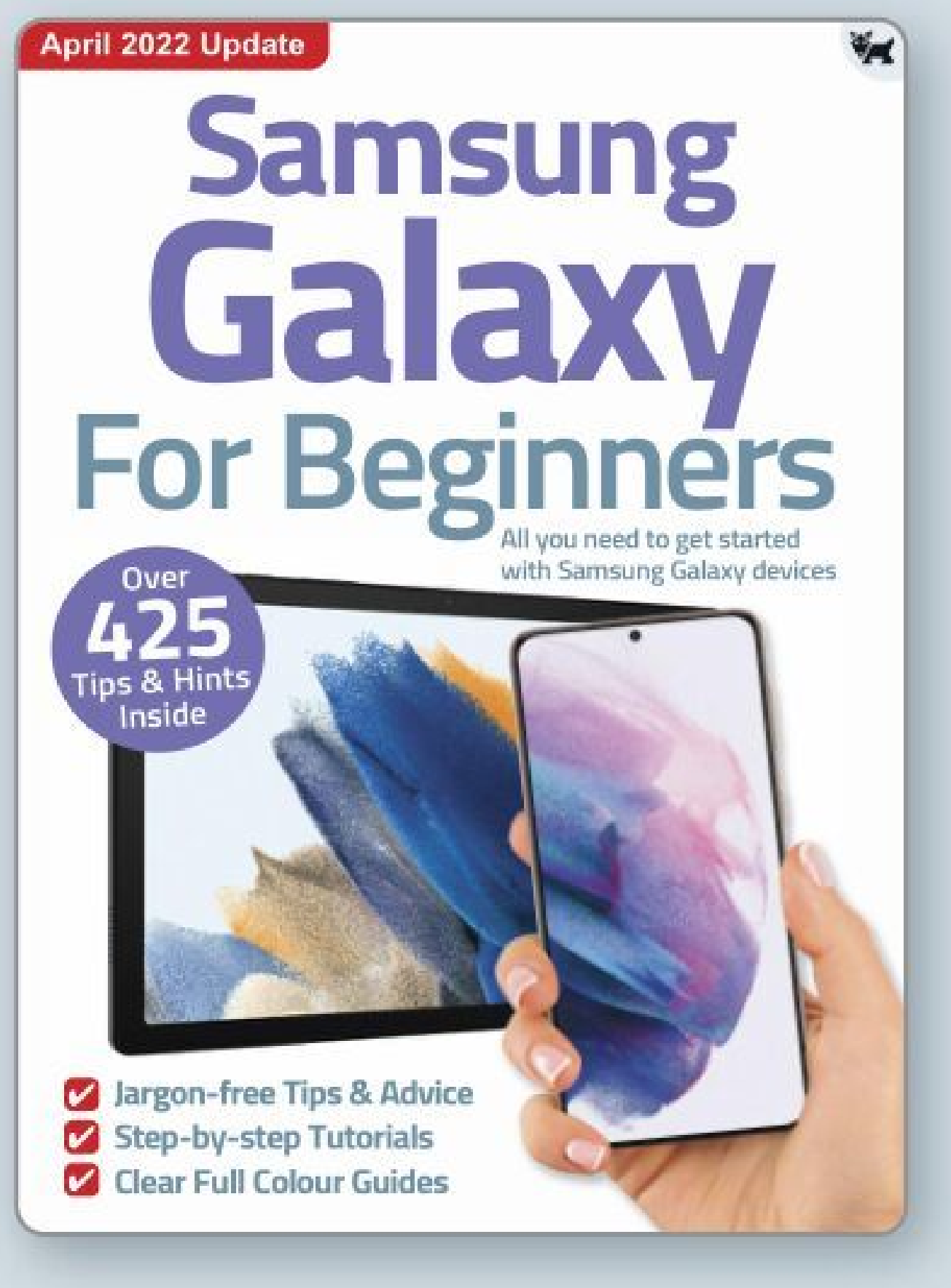
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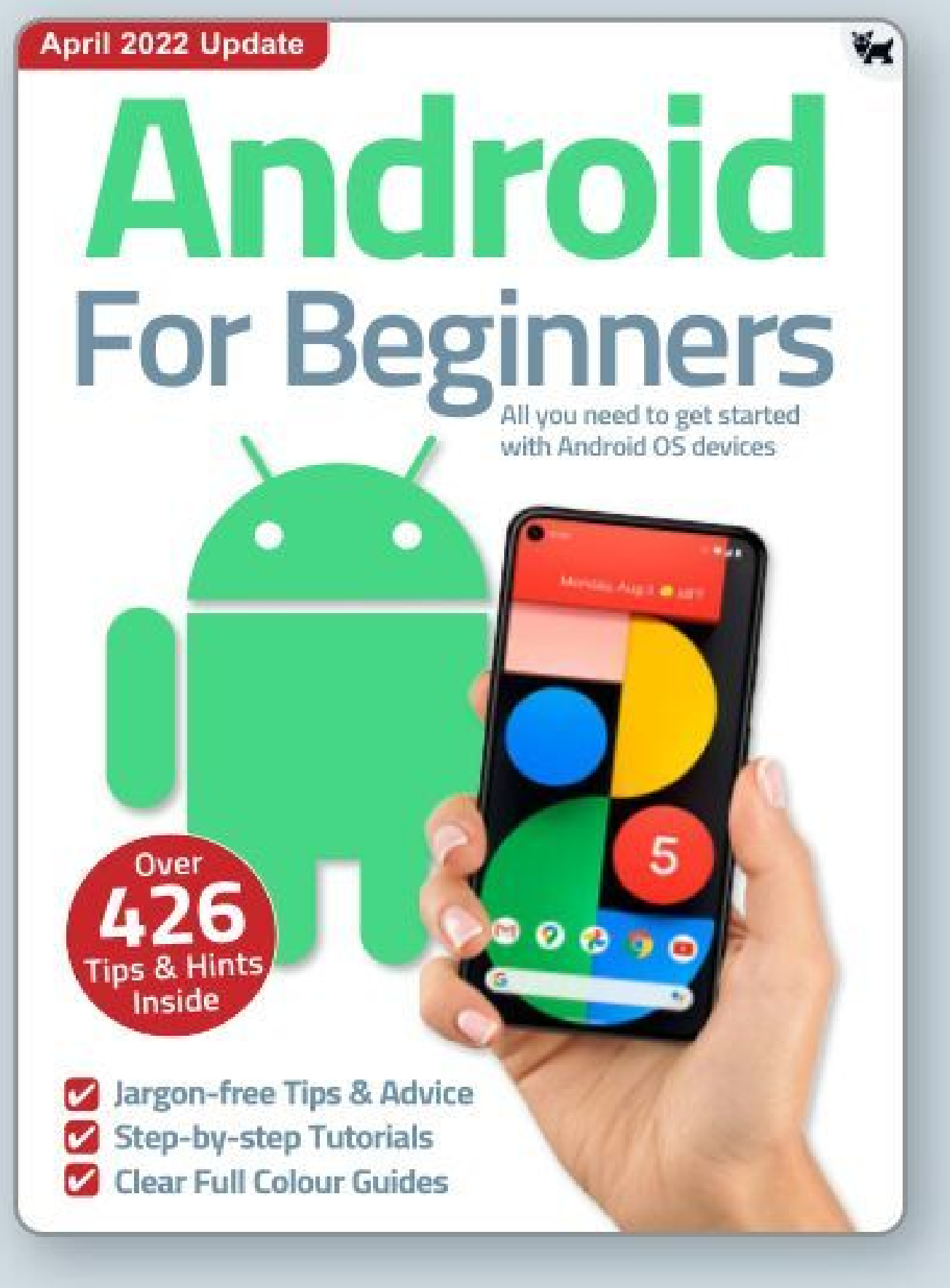
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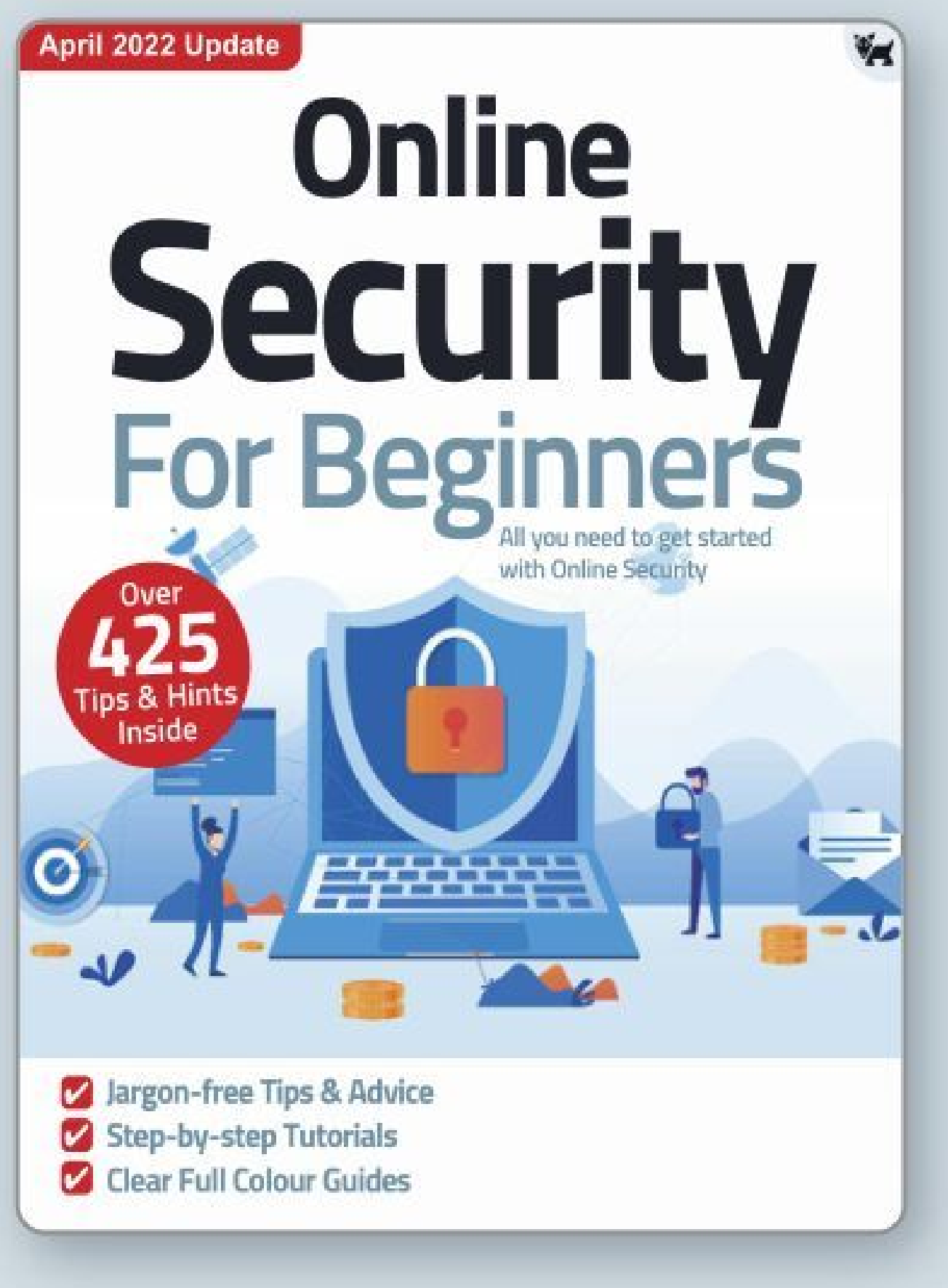
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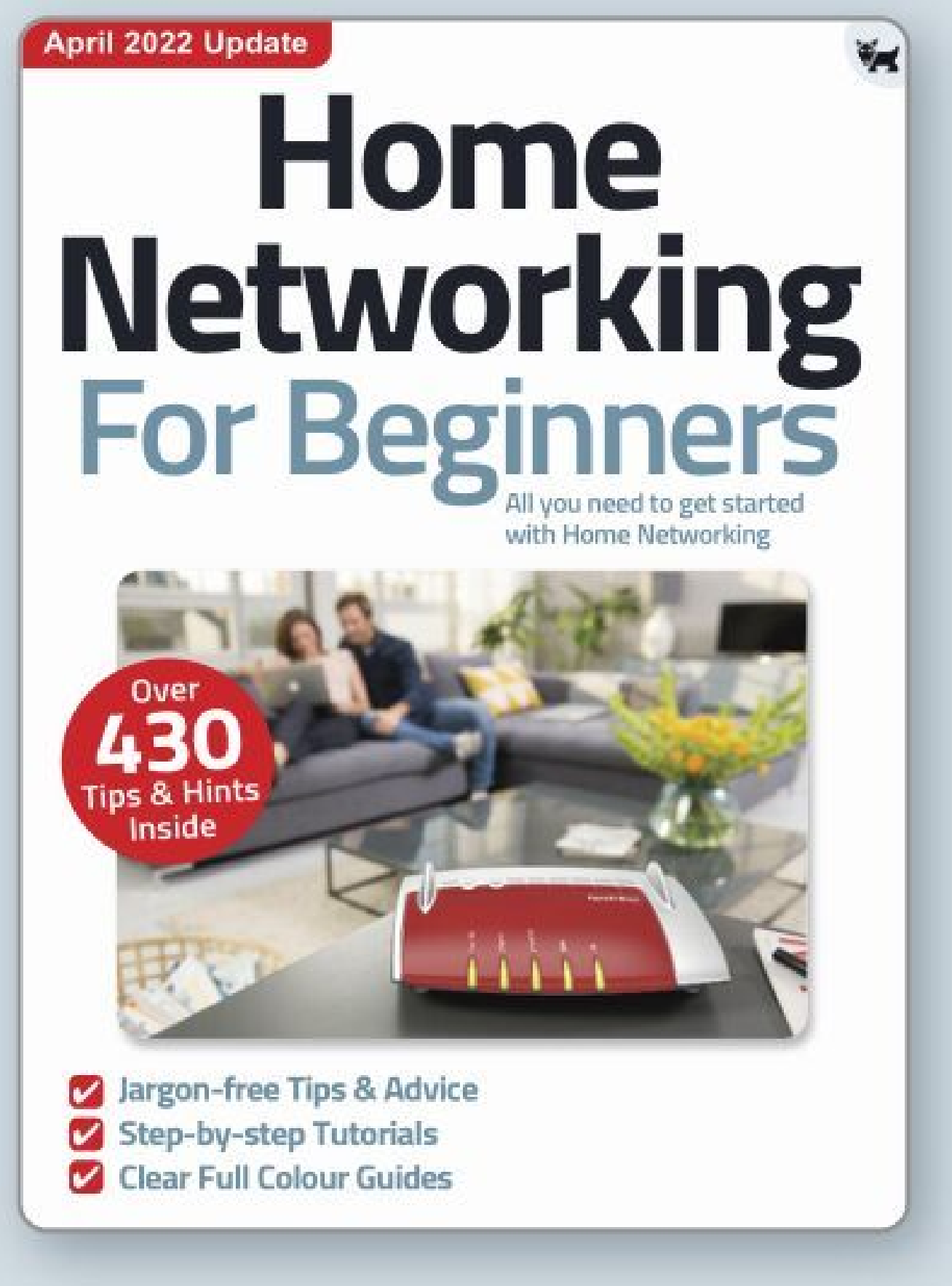
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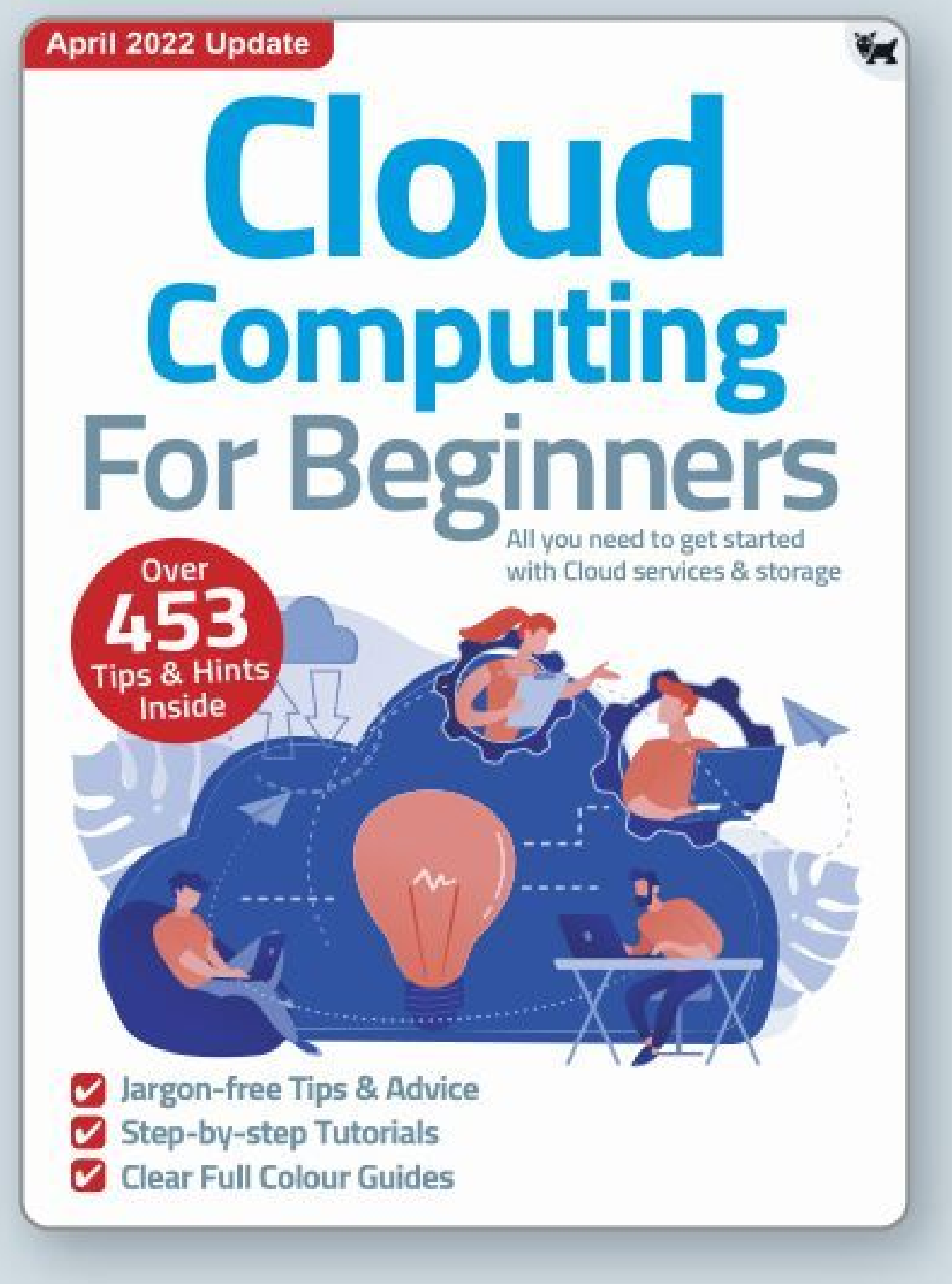
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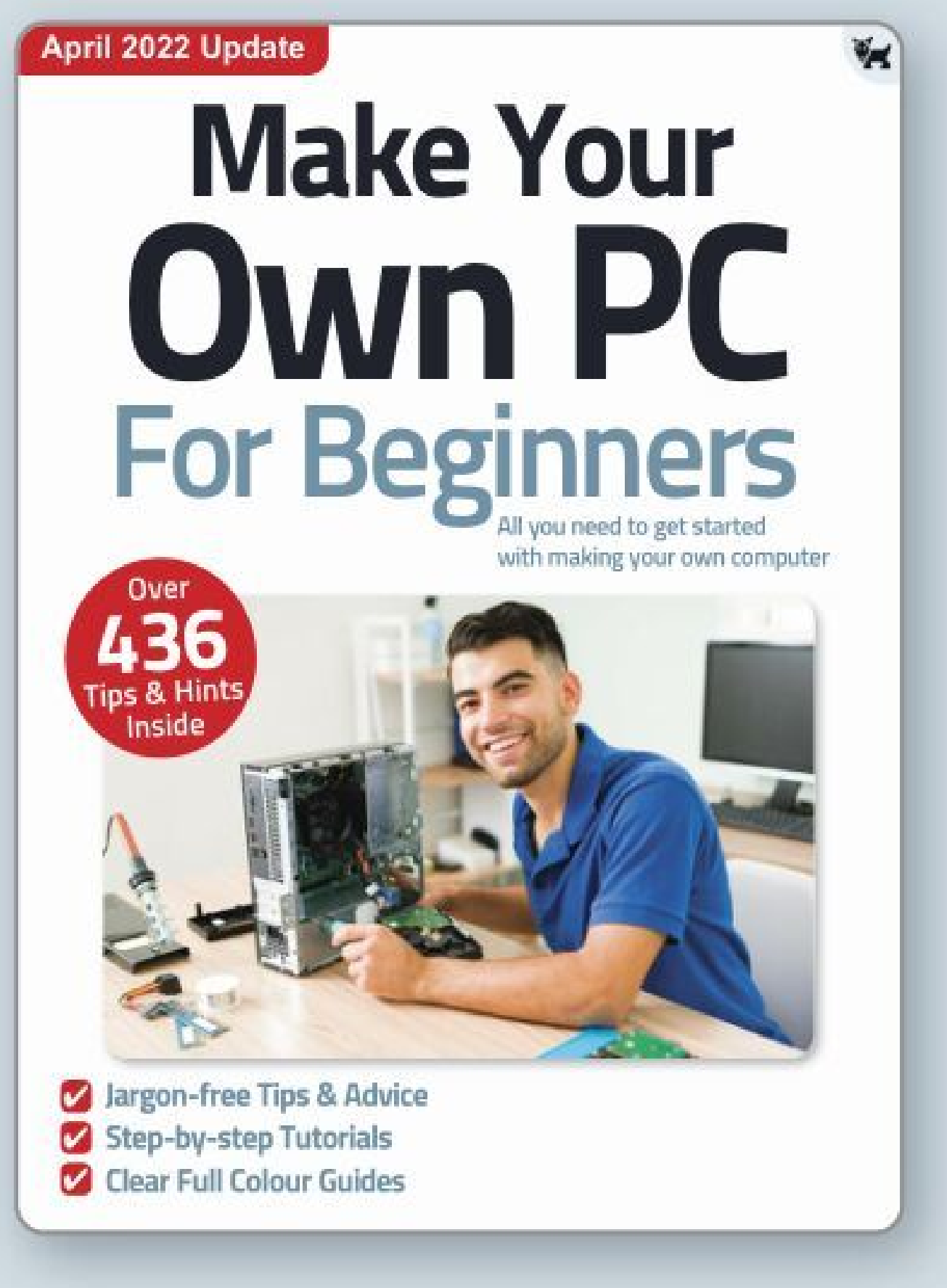
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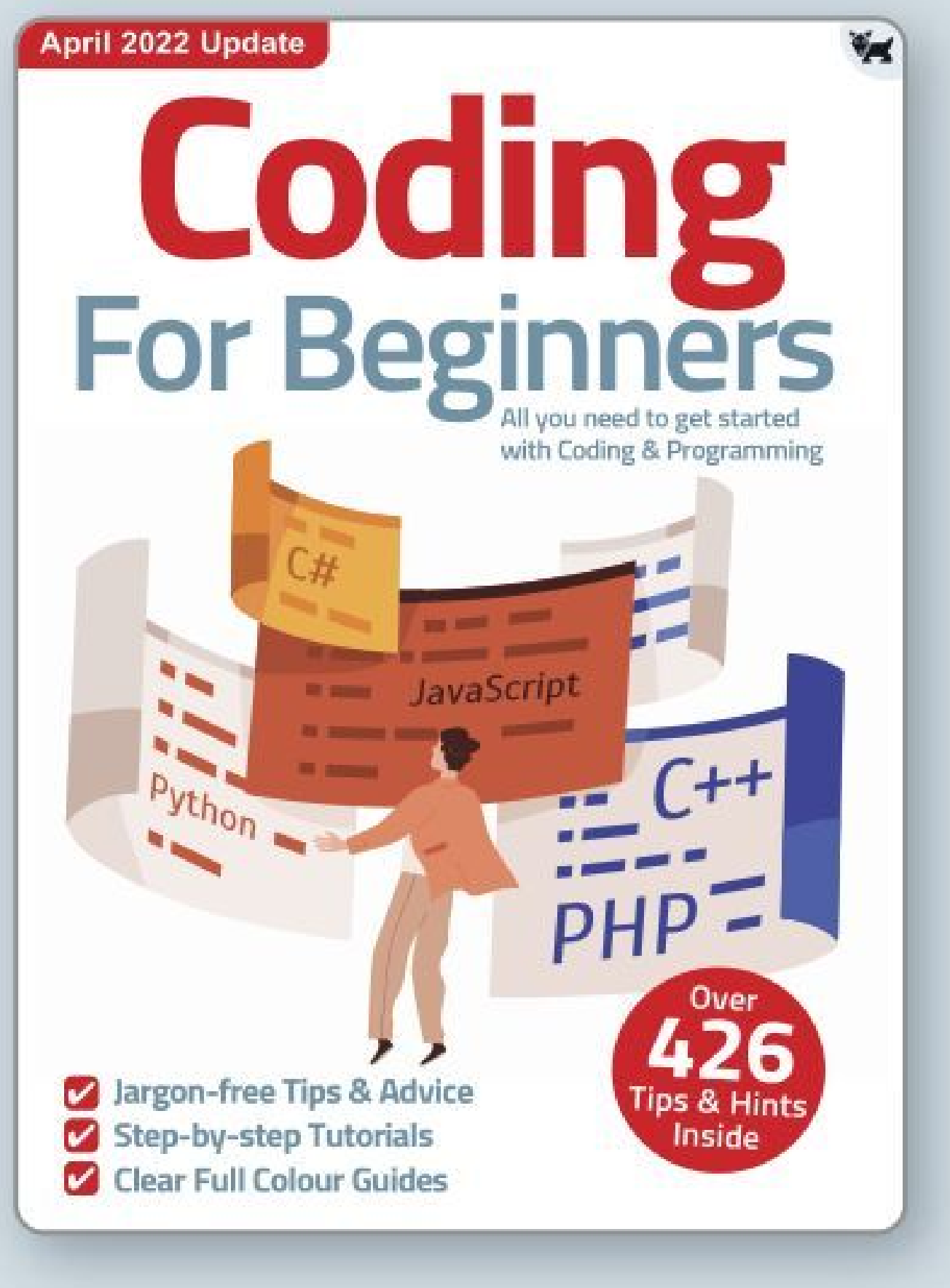
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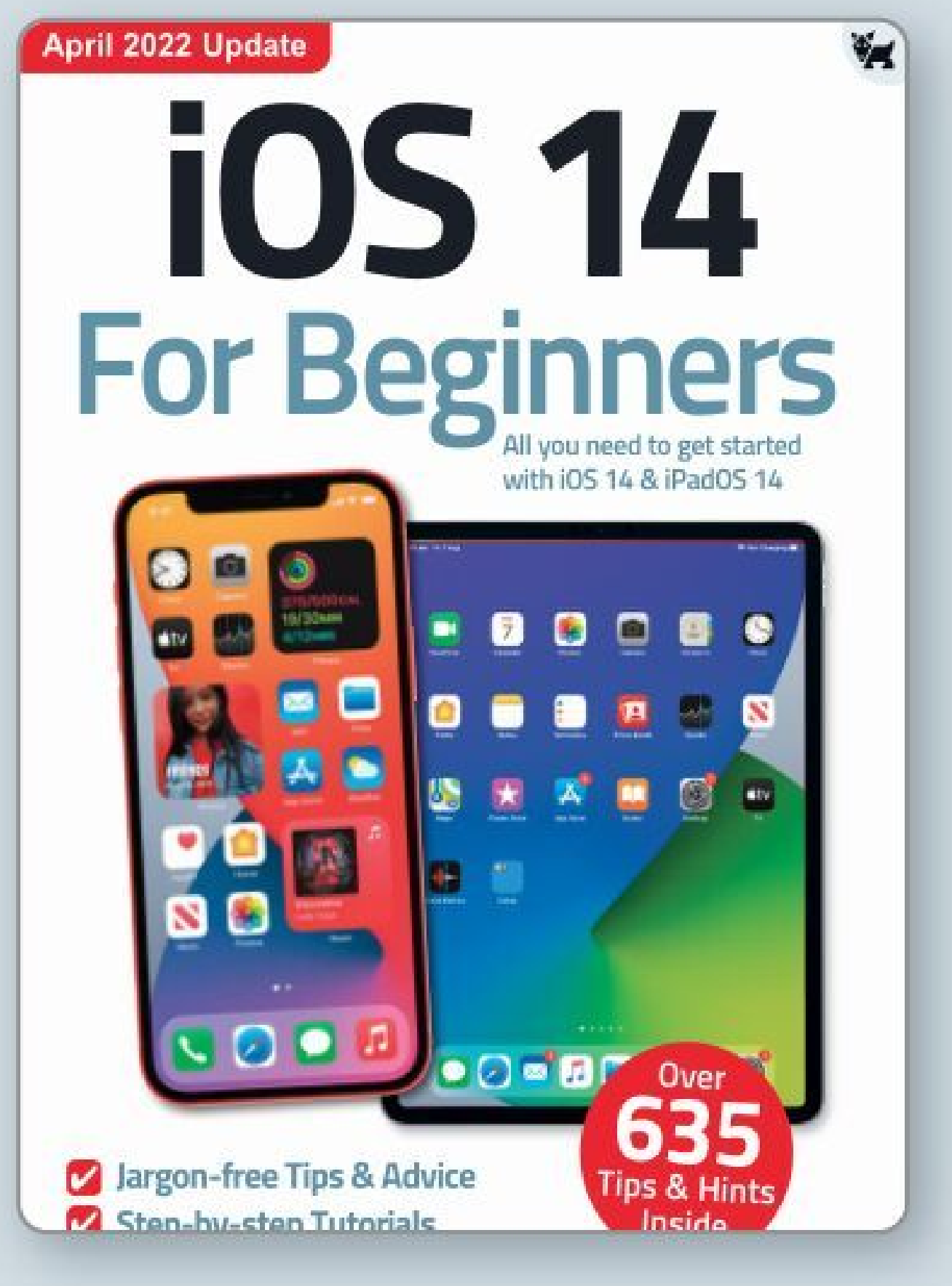
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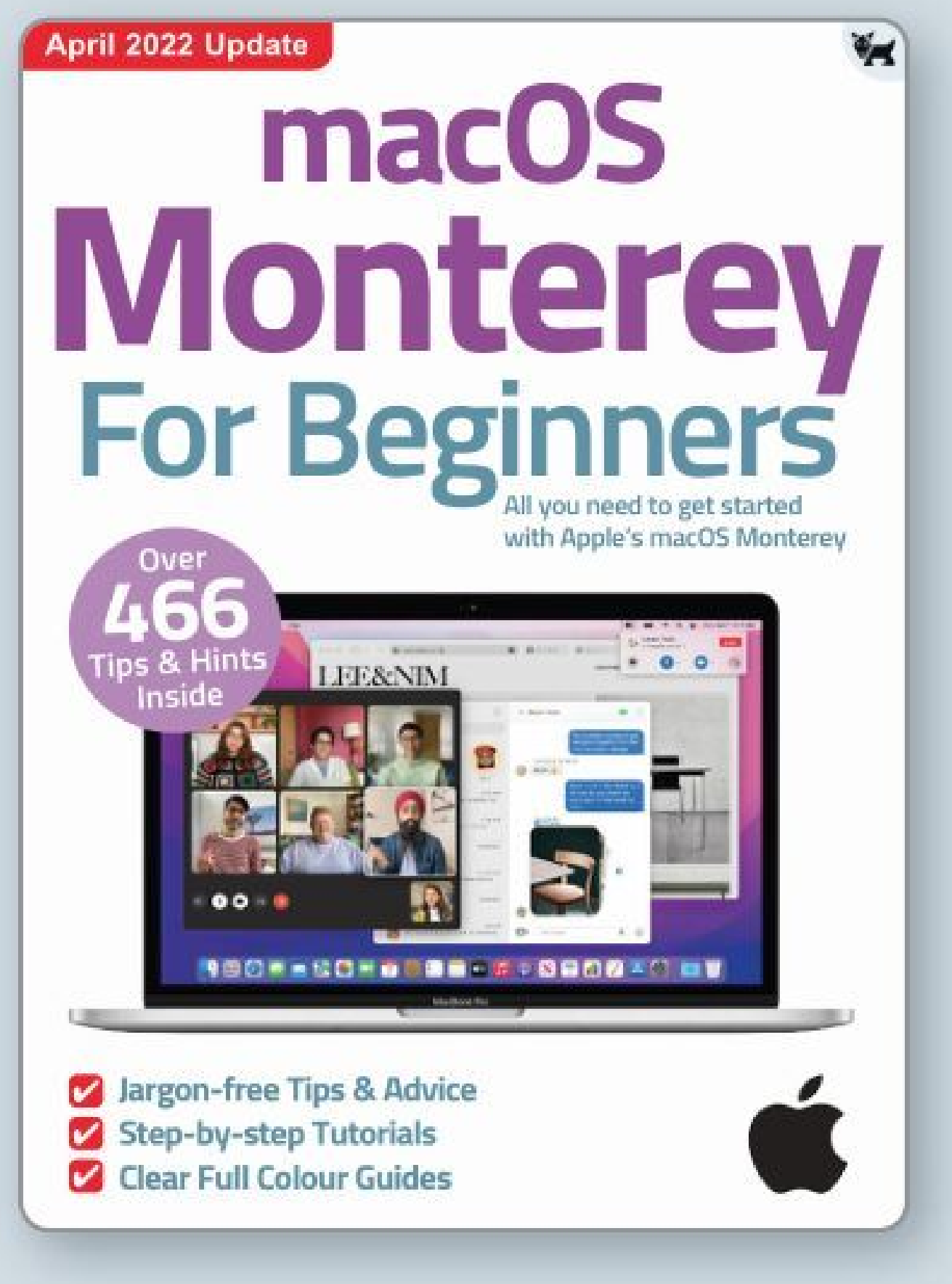
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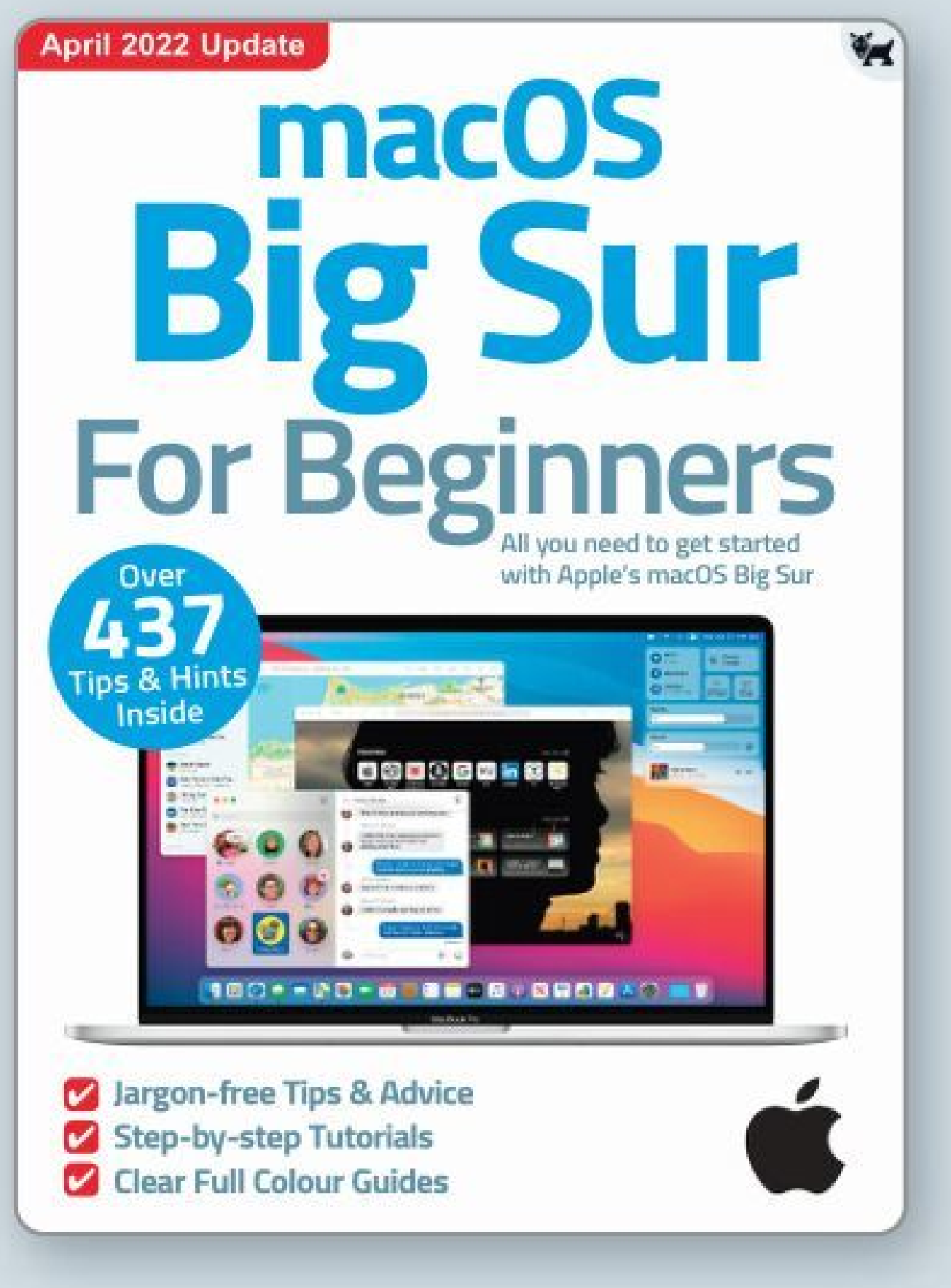
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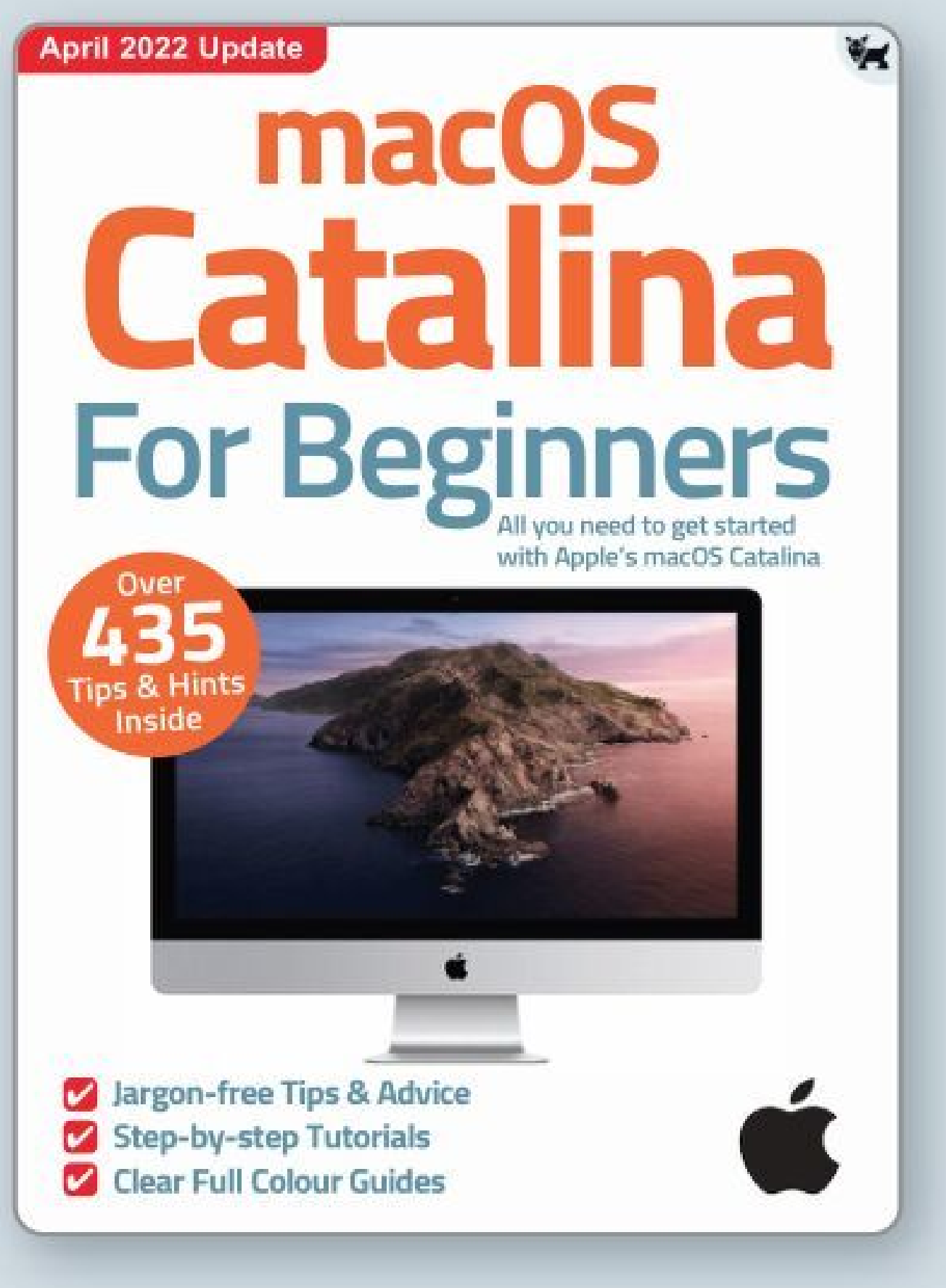
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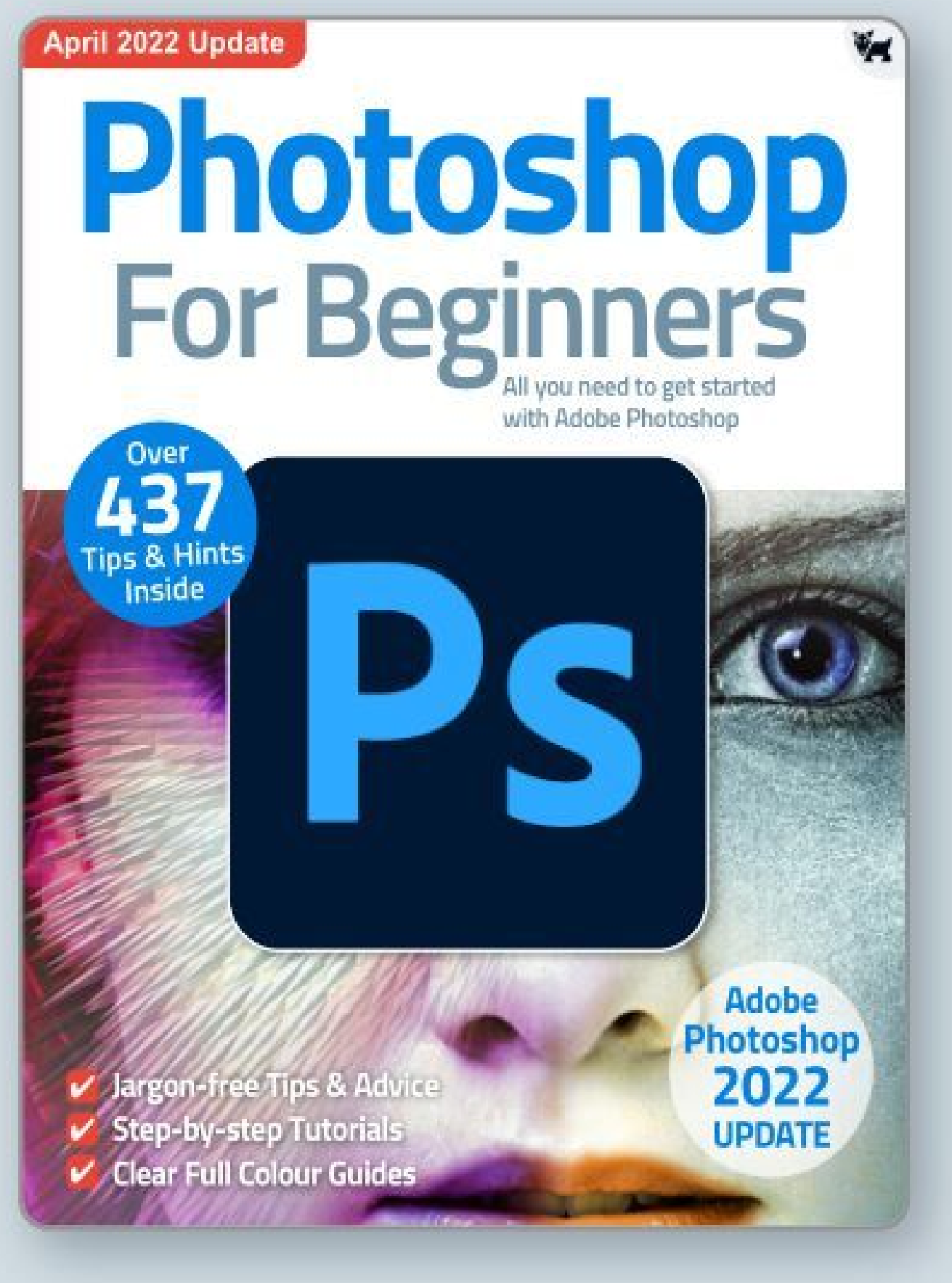
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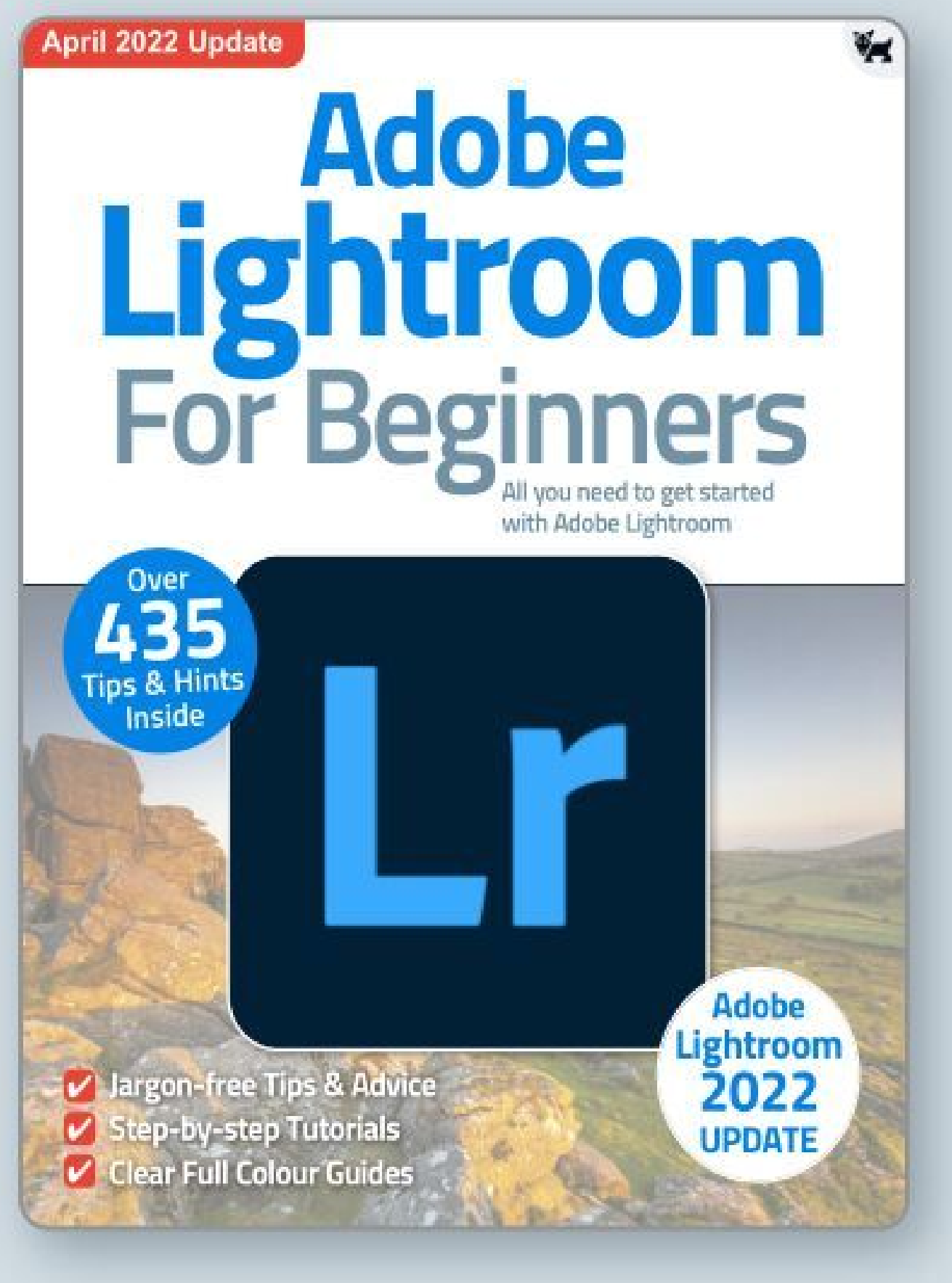
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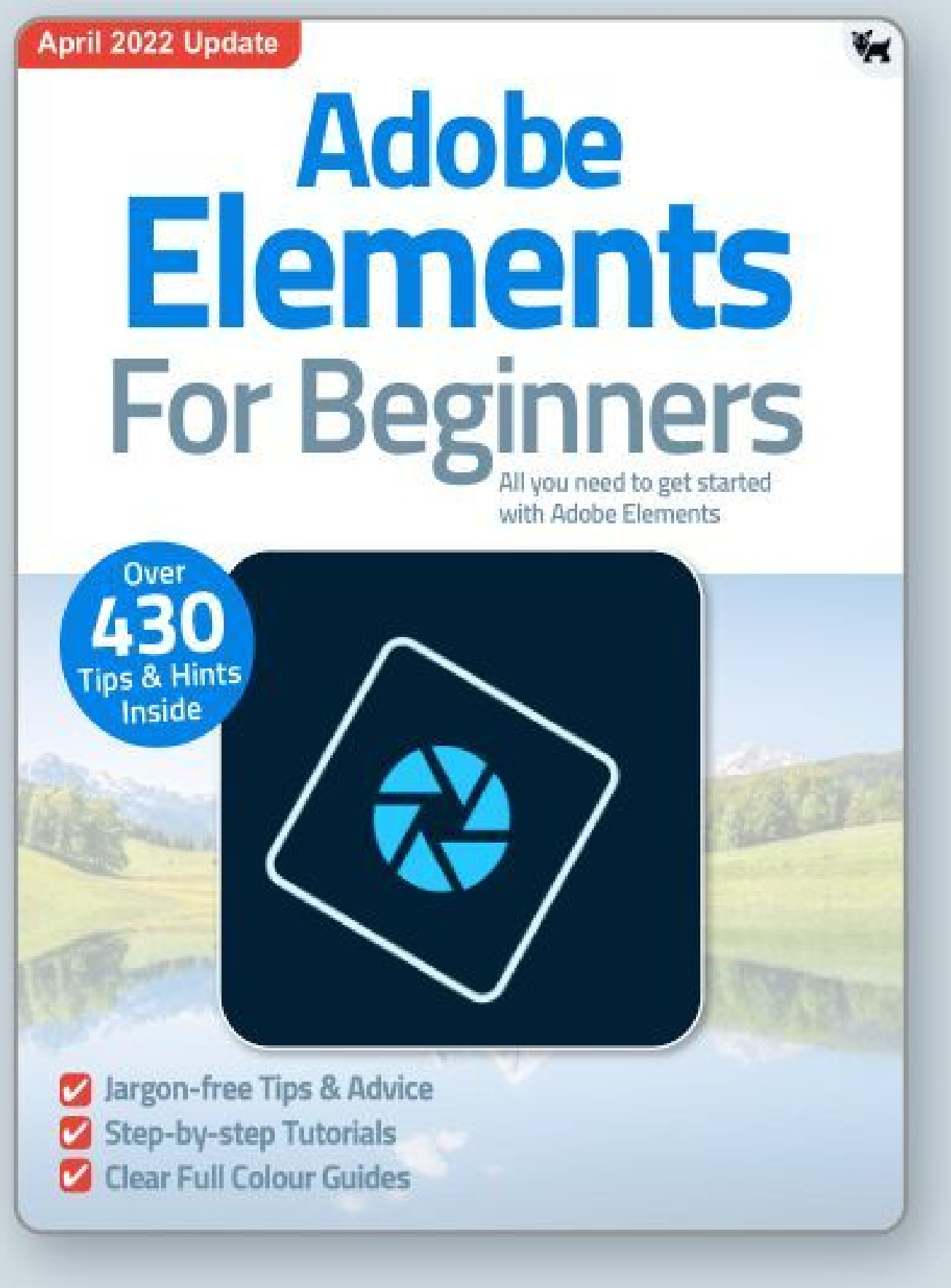
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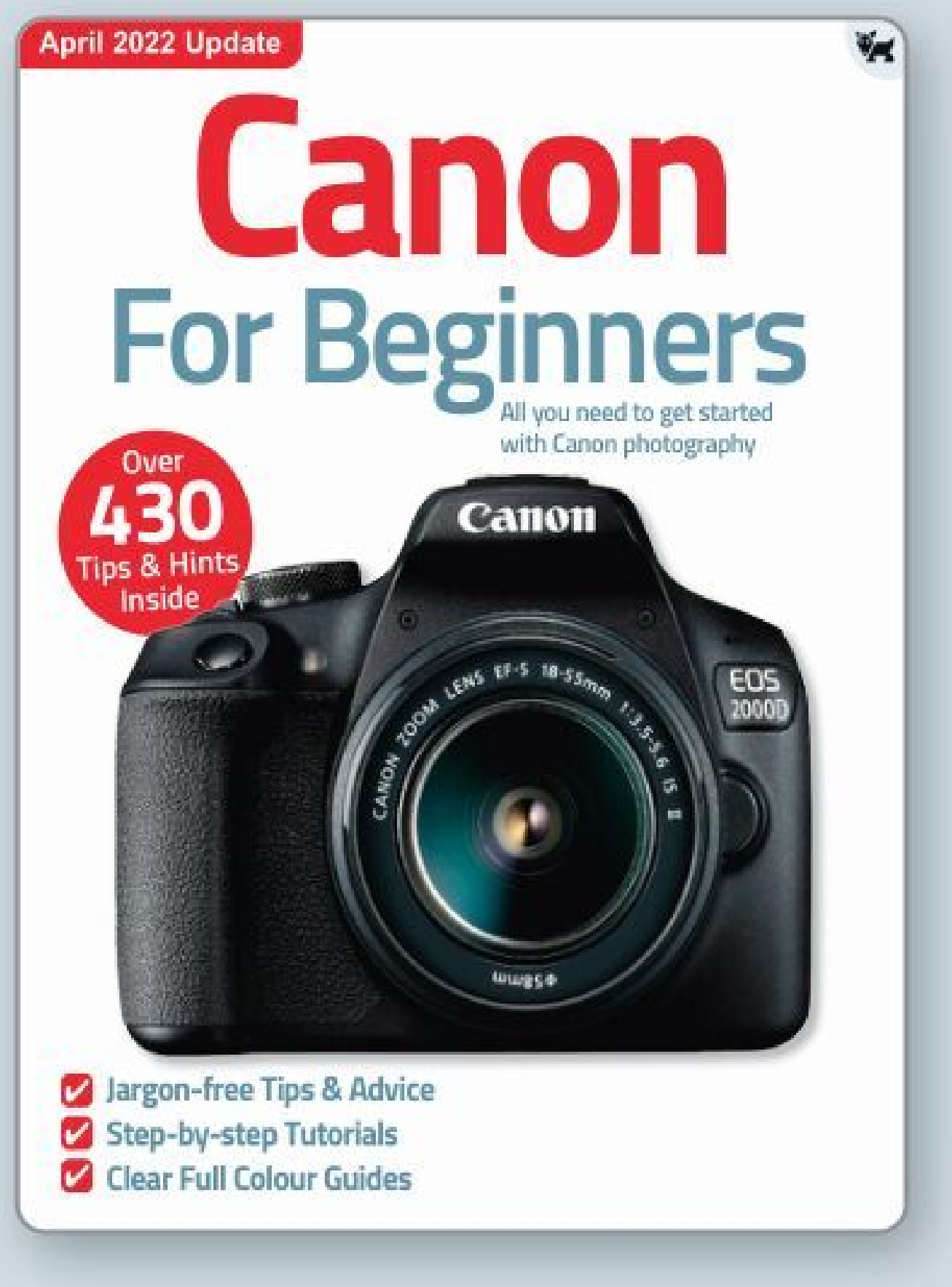
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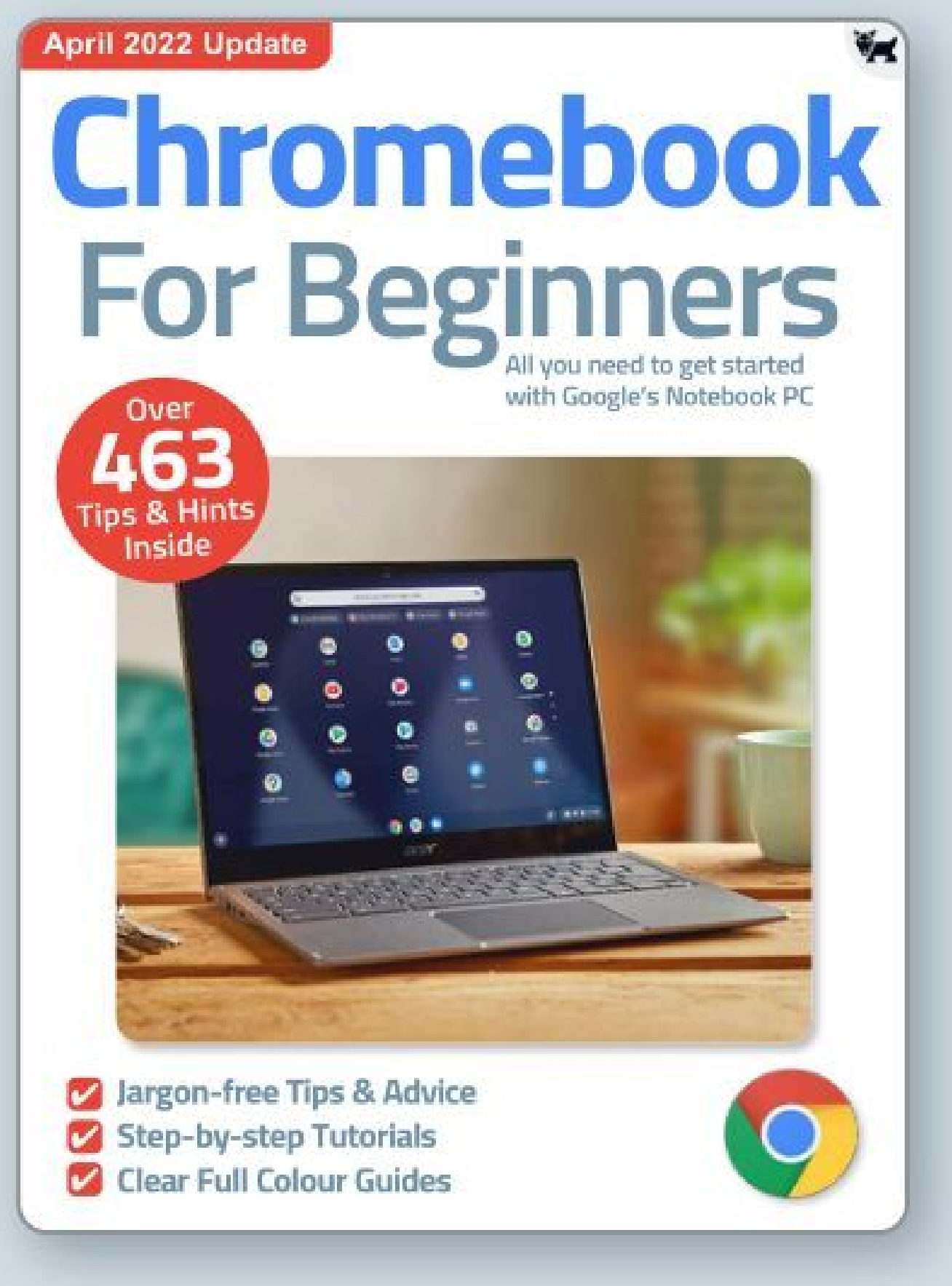
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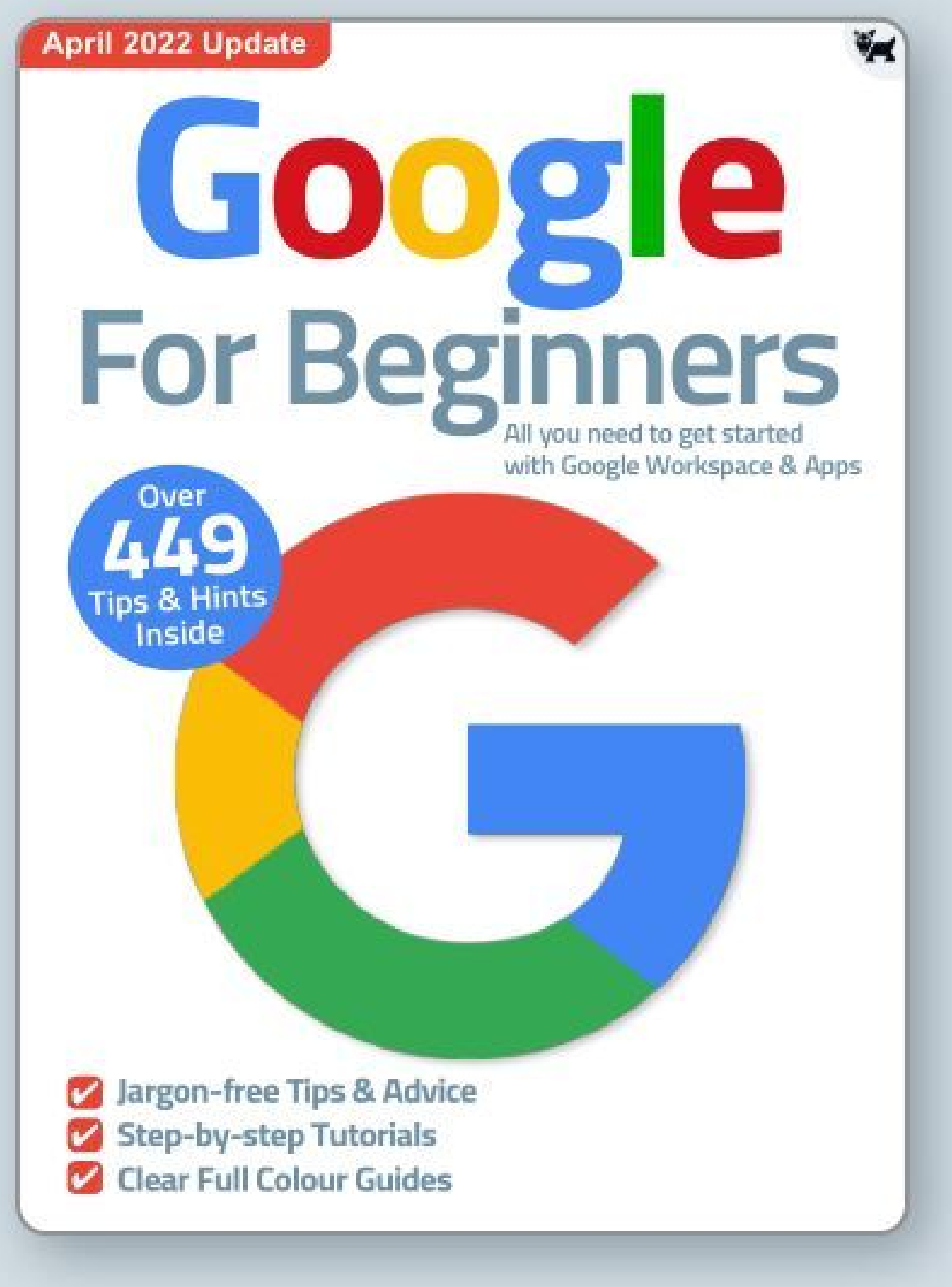
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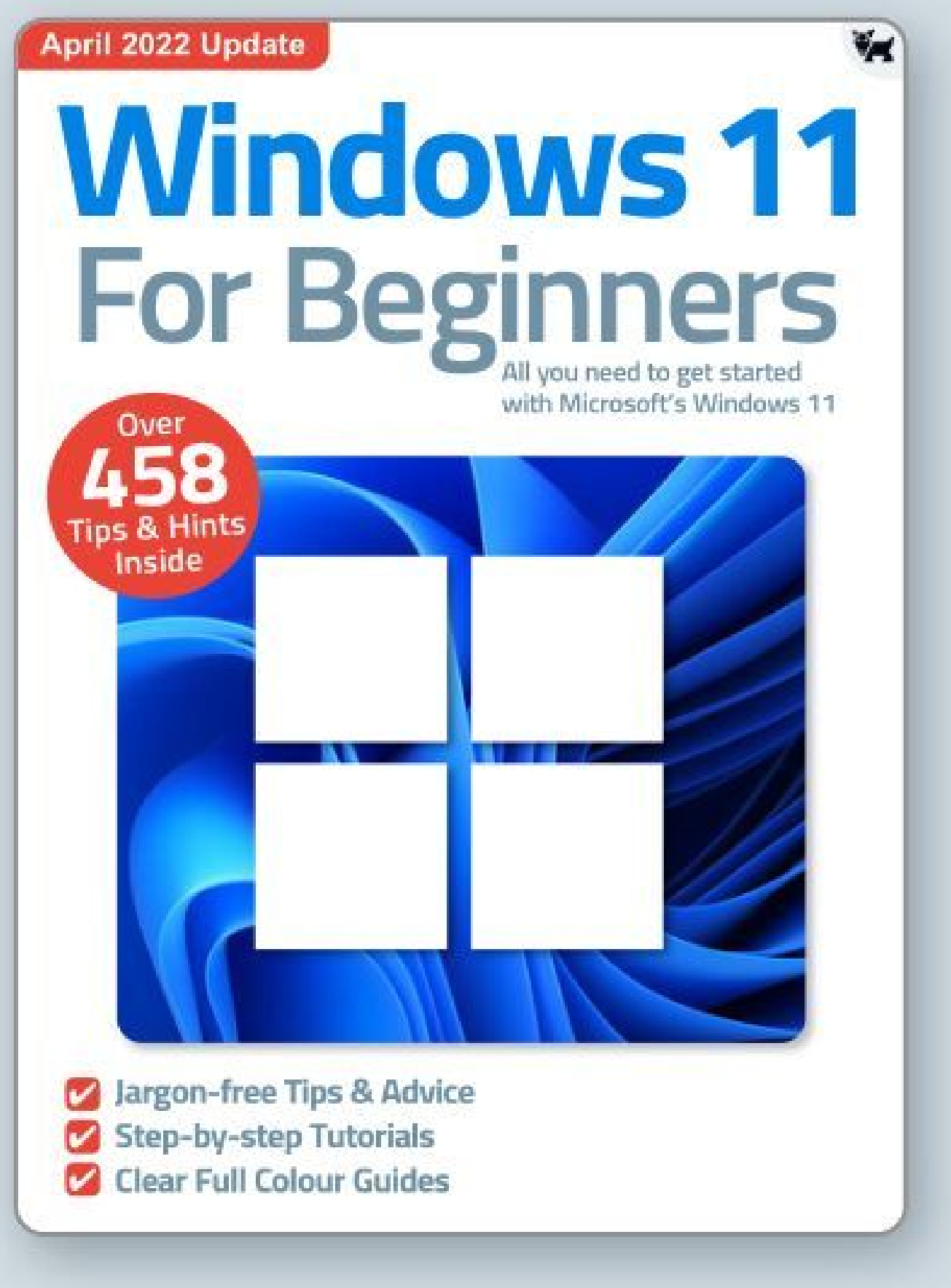
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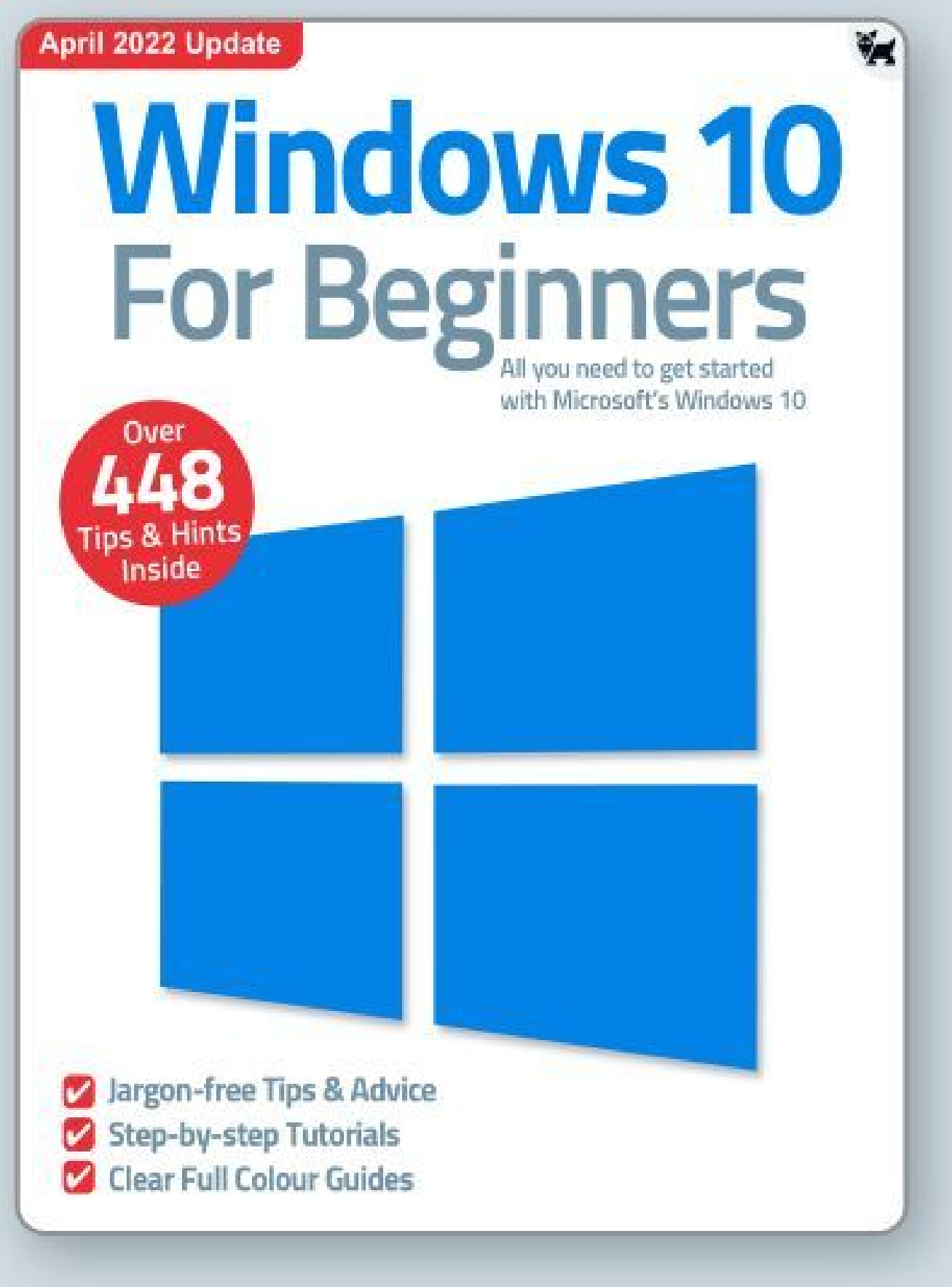
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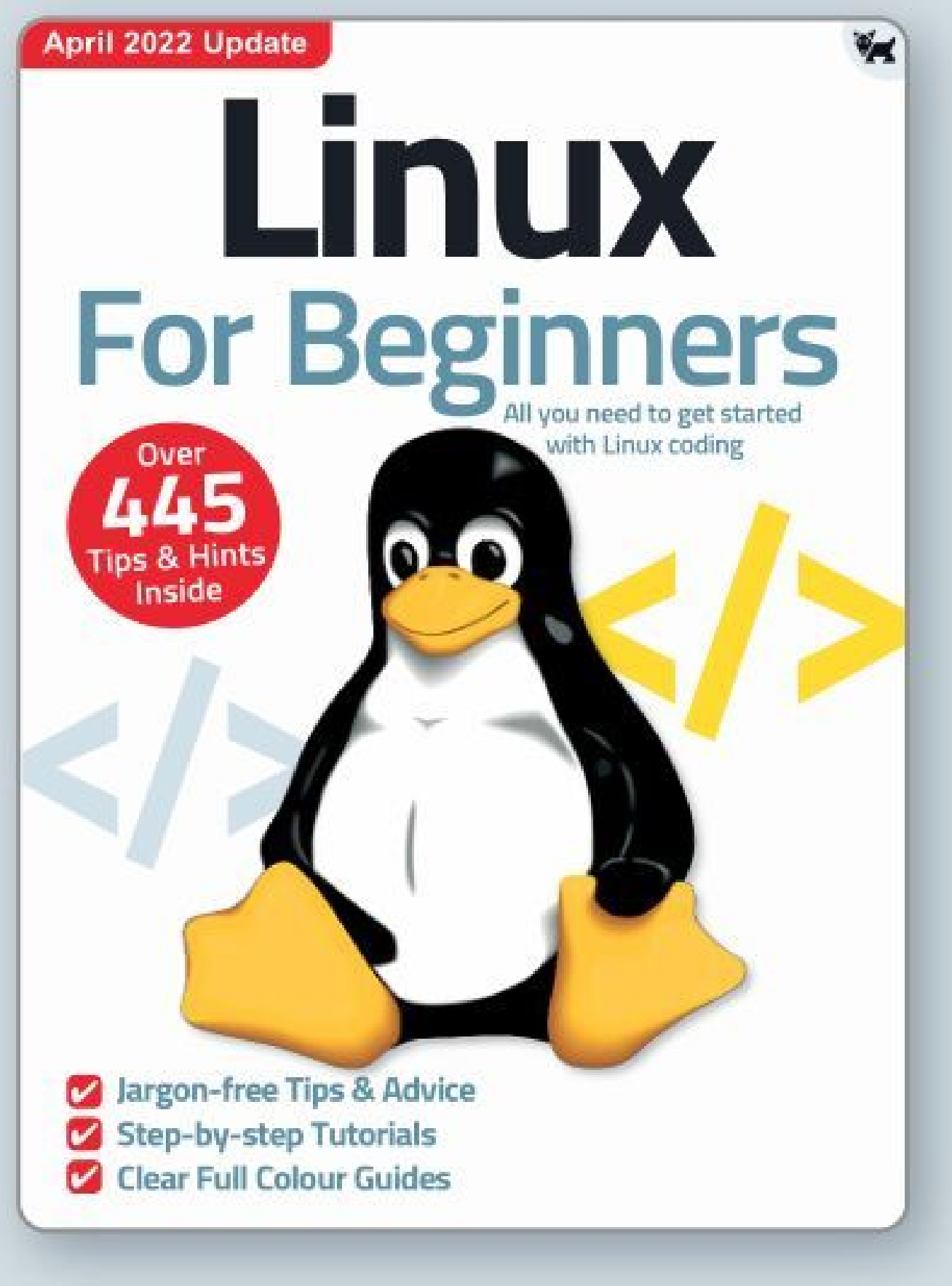
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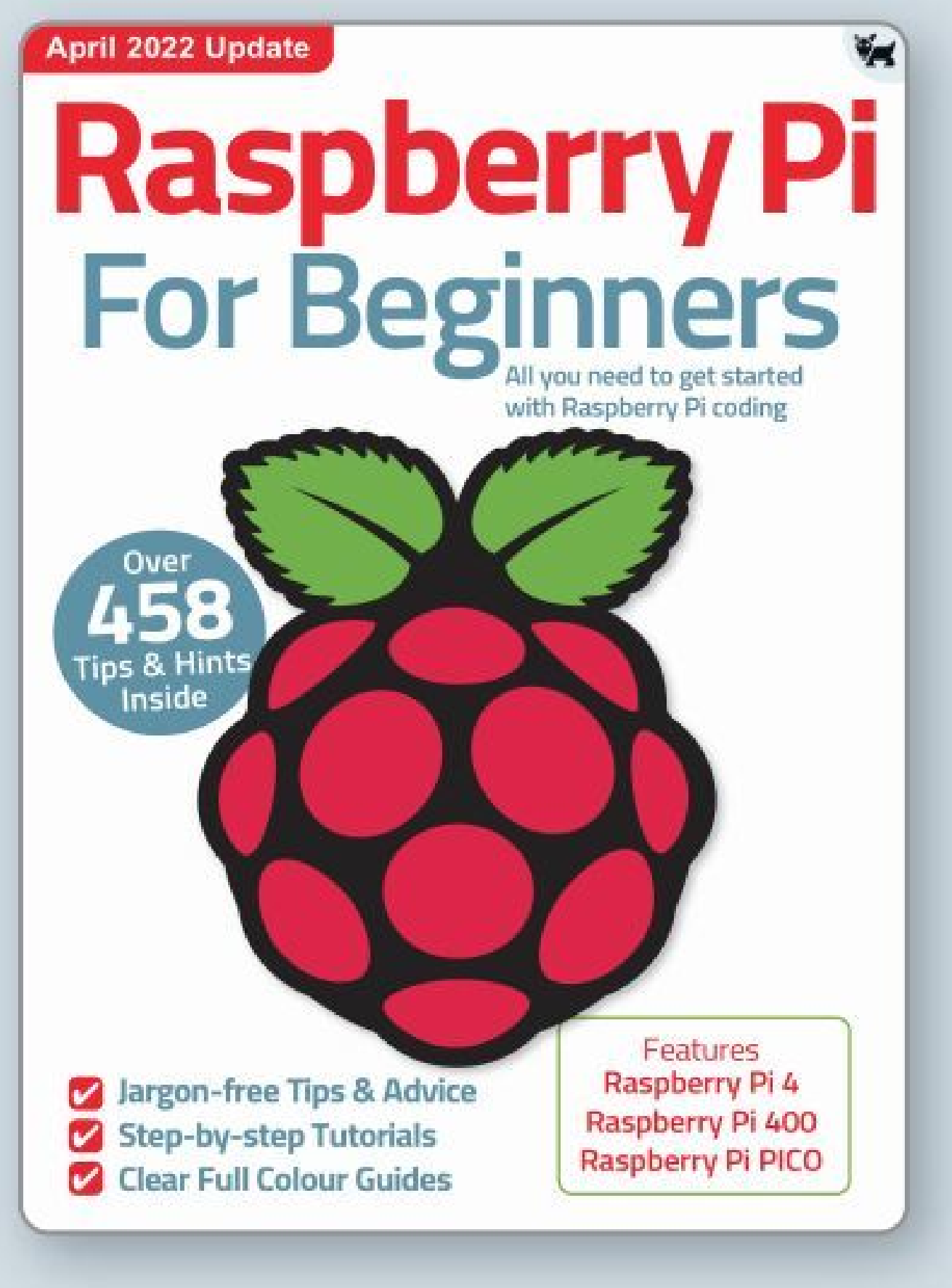
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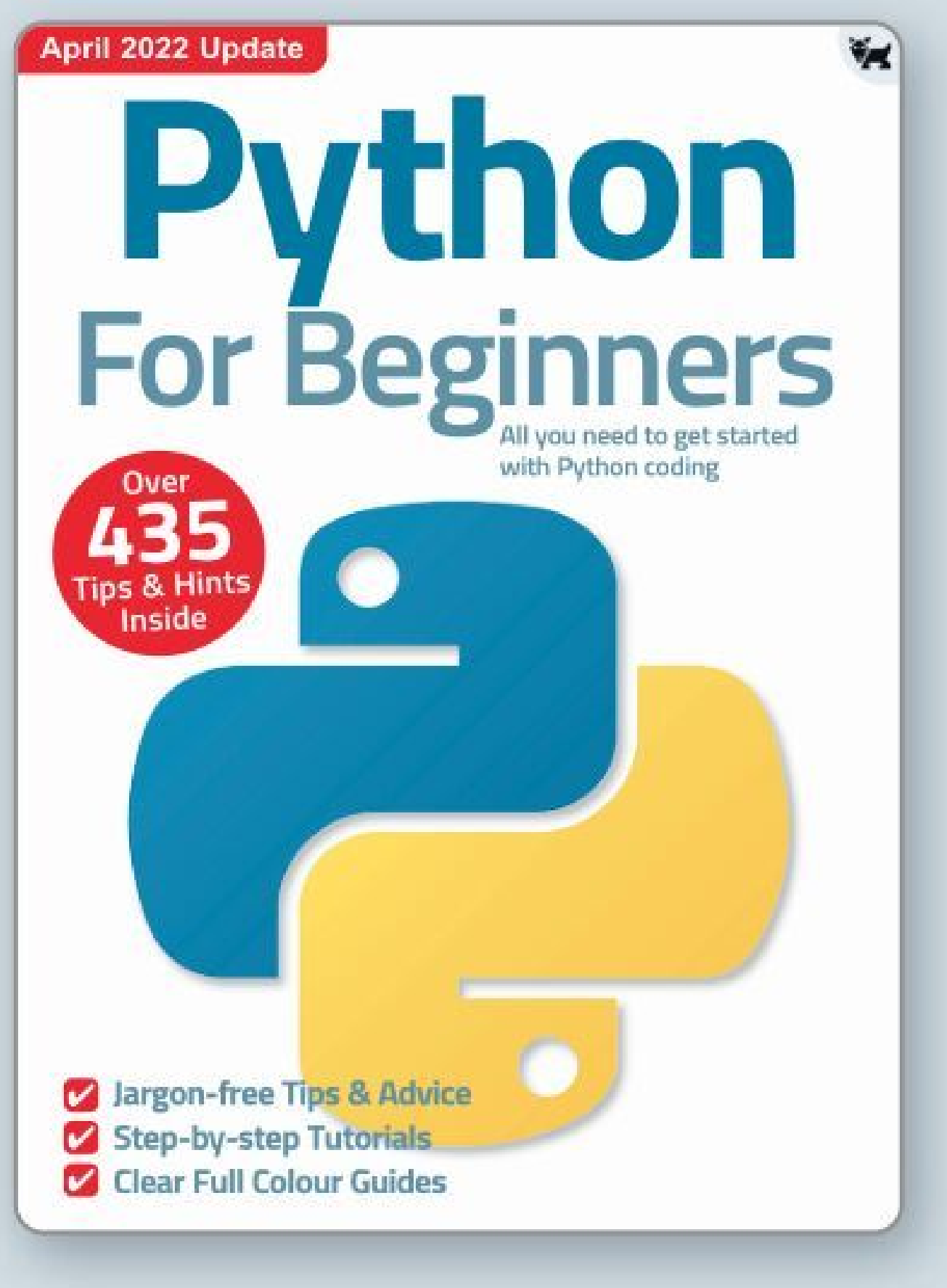
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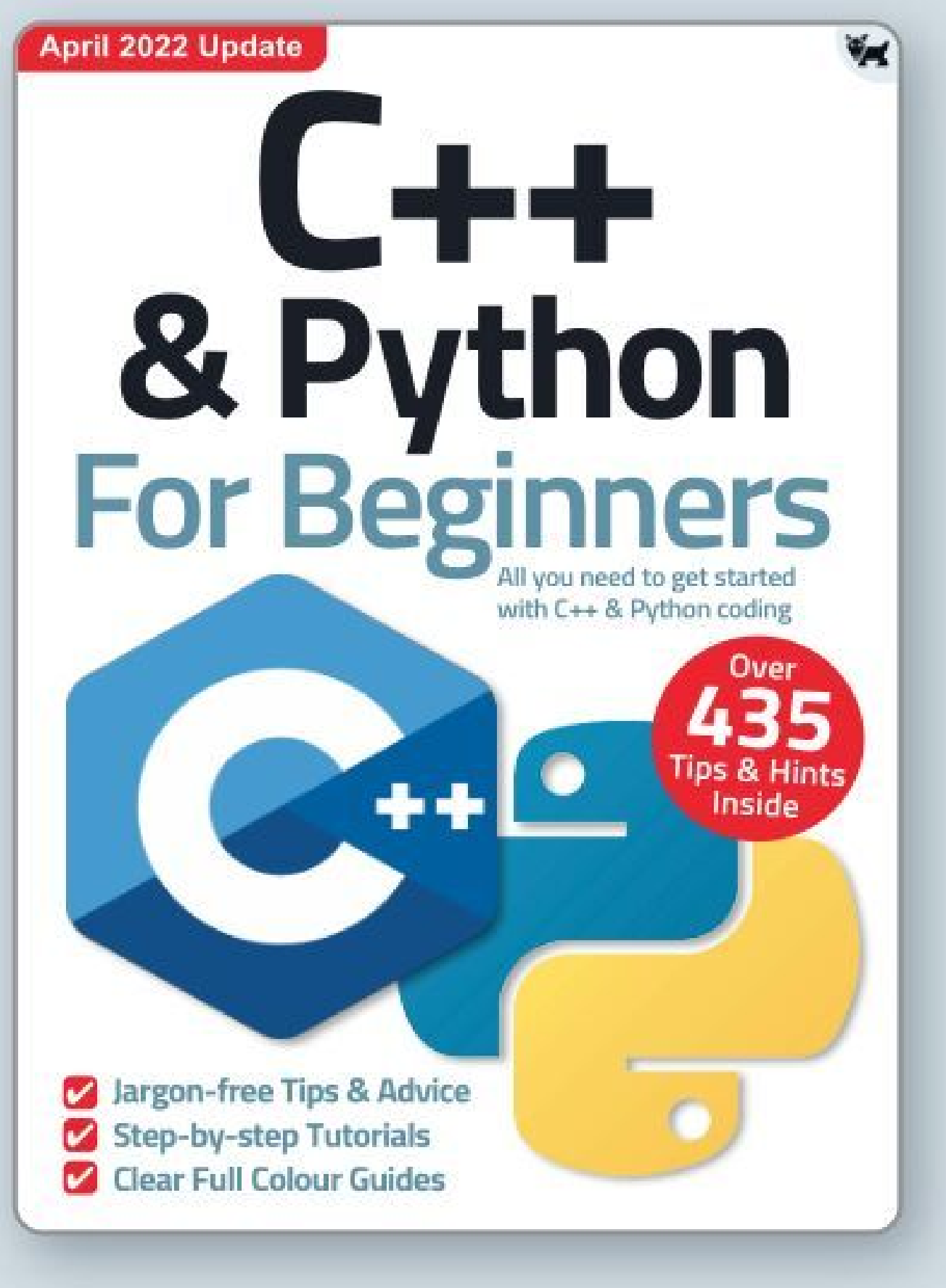
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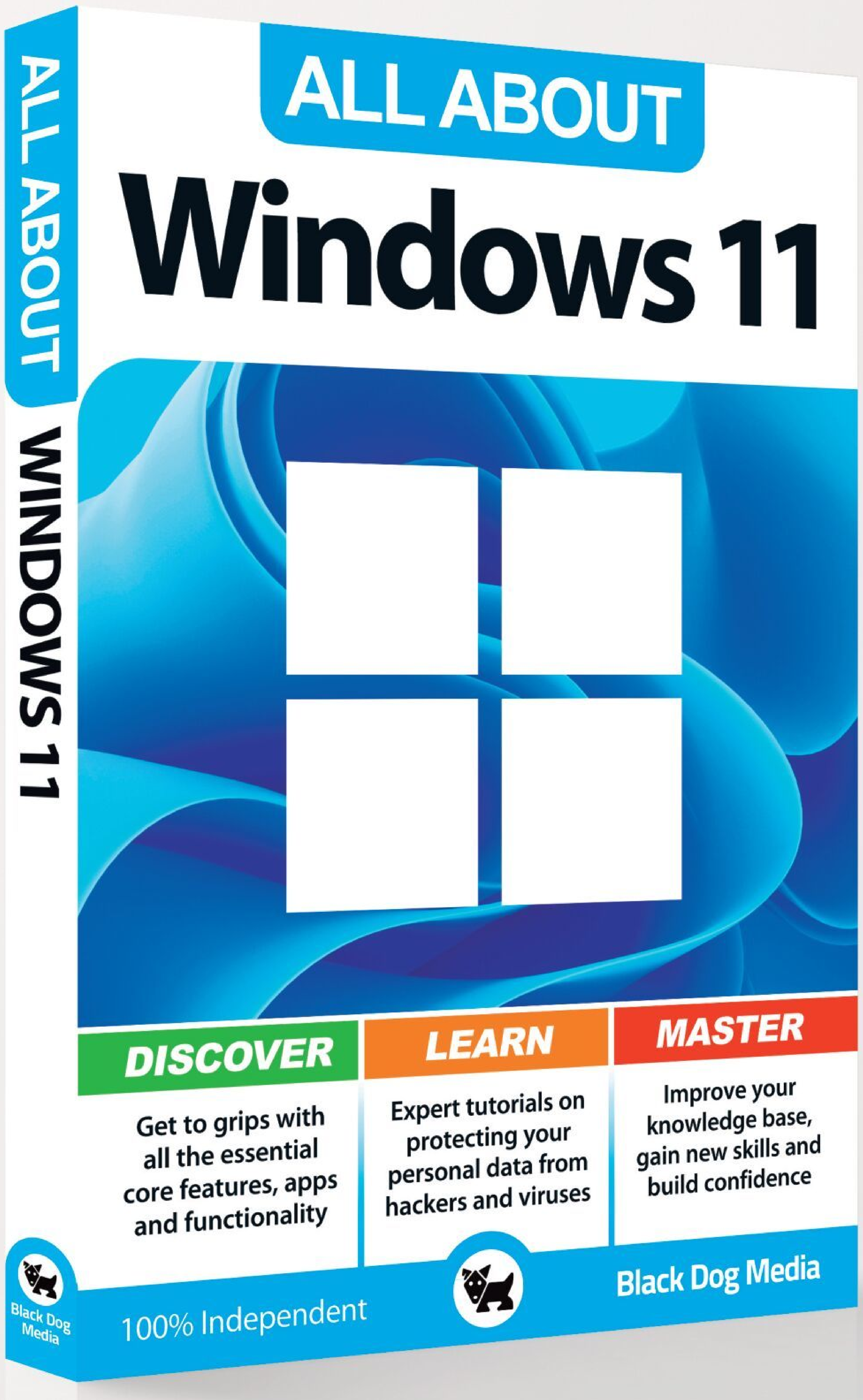
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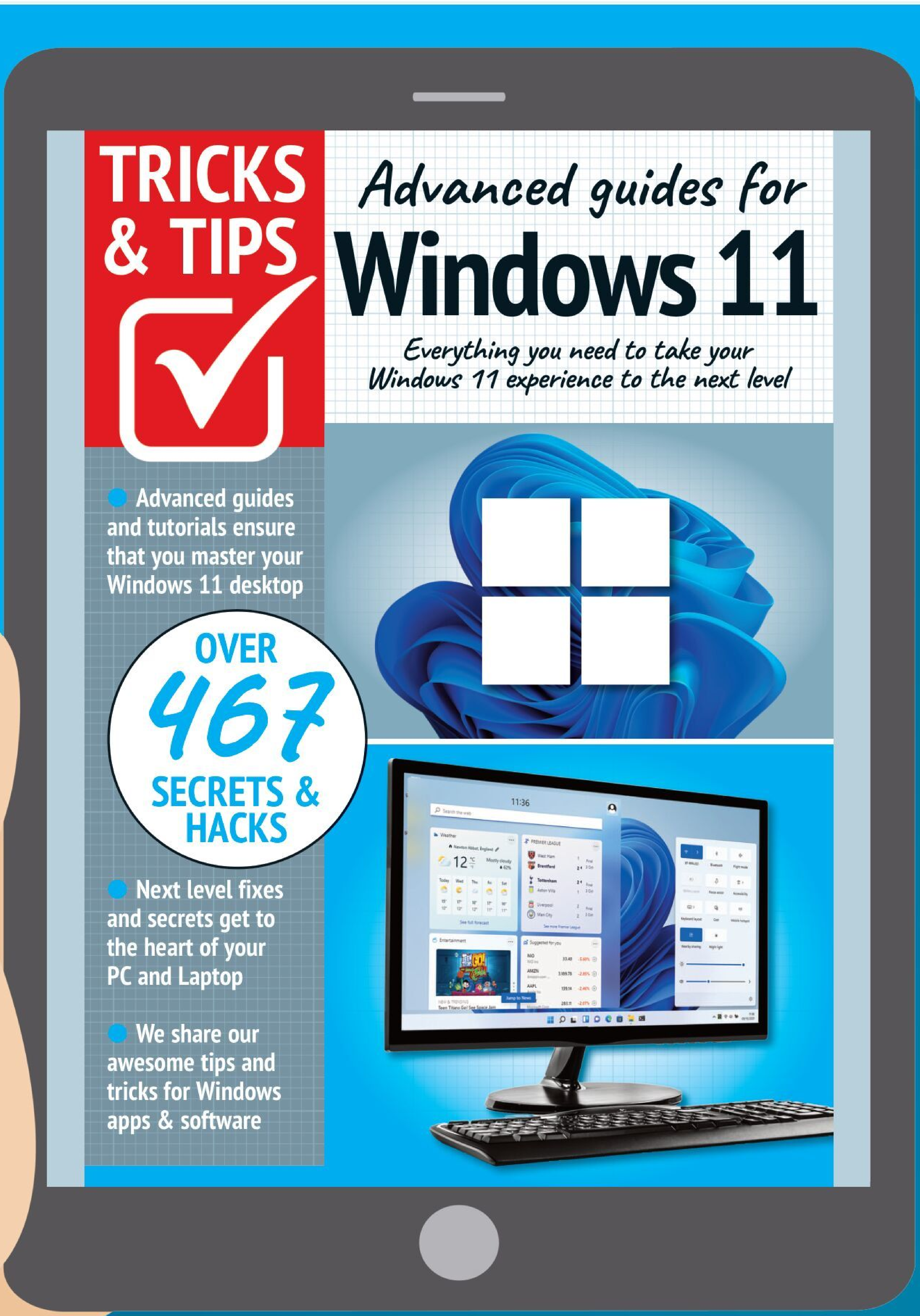

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